

Kilusan Bautista

Brooklyn, NY 11206 | 347-356-9617 | JB.Kilusan@gmail.com

PROFESSIONAL EXPERIENCE:

Cultural Arts Outreach Coordinator | Queens Public Library at Flushing (NYC) Jan. 2024 – Present

- Collaborates with the Flushing Library Executive programming team & the QPL Central Library Programs and Services Department to develop, deliver and evaluate a variety of innovative programs that meet the community's evolving needs, such as cultural programs, art exhibits, book discussions, author talks, and wellness activities.
- Performs outreach to local organizations informing them of the Library's services, developing partnerships.
- Contributes content for social media platforms, such as Library blogs, Facebook, Twitter, etc.
- Supports local promotion, publicity, and press coverage of cultural center's special collections, programs, and services; attends internal and external meetings, fairs and community events as required.
- Networks with governmental agencies, non-profit and private sector organizations, and academic institutions to identify future partnerships and program development opportunities; manages internal database.
- Collaborates with the Director to identify programmatic opportunities that align with the Library's goals to expand and build relationships with the Cultural Arts Communities.
- Identifies, creates and maintains a comprehensive partnership database and diverse programming list.
- Maintains positive relationships with program partners, local artists, talent representatives, booking agents, production companies, local musical entertainment, street team members, and promoters.
- Works with staff to create engagement initiatives and opportunities for partner engagement.
- Engages in social media campaigns to publicize programs and build future partnerships and opportunities.
- Connects with youth service organizations to strengthen engagement programming for youth and young adults.
- Creates, organizes and coordinates cultural arts events to strengthen the Library's community presence.
- Supports Director in managing all aspects of participation and execution of cultural arts events. Event management responsibilities include strategic and tactical partnership and collaboration with stakeholders, budget optimization, client and vendor management, collaboration and partnership with event planning team members, and management of meeting registration, accommodation, choosing locations, meeting set-ups.

Coordinator of Teen Services | Queens Public Library at Central (NYC). Dec. 2022 – Dec. 2023

- Alongside the Coordinator of Teen Services, created outcomes of programs and services and assessment tools to measure educational gains, continued educational attainment, enhanced awareness of opportunities and available community services, workforce readiness, enhanced civic engagement, and improved health.
- Assisted with the coordination, creation, implementation, monitoring, and evaluation of programs and services.
- Worked with community library staff, community partners and other stakeholders to develop innovative services for middle school, high school and young adults based on Teen Services goals.
- Stayed abreast of innovative ways to engage with teens through technology and social media. Planned, coordinated, implemented, and evaluated social media content and virtual programs.
- Worked closely with program coordinators and managers throughout the Queens Public Library system to replicate models and coordinate efforts. Leverages existing programs and talents to improve services.
- Assisted with communicating about teen programming with other departments (Finance, Marketing, I.T., Purchasing and Queens Library Public Foundation).
- Collected and organized other relevant program data (programming evaluations, surveys, etc.).
- As needed, supervised staff and manages resource allocation for Teen Services support.
- Managed select grant funded programs including their reporting and expenses.
- Created LAMPS entries, including but not limited to, program description, attendance tracking and marketing.
- Created and followed up on SAP entries, including: purchase orders, requisitions and good receipts.
- Researched new partners and identified new opportunities that will increase audiences through collaborations.

EDUCATION:

- Performance & Interactive Media Arts - City University of NY, Brooklyn College - Masters in Fine Arts. May 2022
- University of California at Santa Cruz – Bachelor of Arts in American Studies. January 2008

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RELATED EXPERIENCE:

Executive Assistant to the Executive & Artistic Director | Flushing Town Hall (Queens, NY) Sept. 2022 – Dec. 2022

- Completed tasks and projects as needed by the Executive and Artistic Director related to programming, contracting, scheduling and administration paperwork.
- Suggested and implemented structures and mechanisms to support the Director by streamlining workload
- Scheduled, attended, and took notes for meetings relevant to the work of the Executive and Artistic Director, and schedule follow up meetings and/or set and implement action items.
- Conducted research into new opportunities, programming, business relationships, policies, and procedures when applicable and provide executive summaries of said research.
- Assisted with artist outreach and programming, communicating with artists and managers, writing contracts and issuing payment requests.
- Assisted with performance and event planning including scheduling and communicating to all departments.
- Helped to communicate with and maintain ongoing relationships with artists, agents, vendors, audiences, partners and community members.
- Liaised and collaborated with other departments to facilitate projects and establish deadlines.
- Assisted in building and maintaining an efficient communication structure between departments.
- Facilitated communication between departments to complete tasks, gather information, and meet communal deadlines as assigned.

Program Manager | Global Writes/Digital Age Learning (Bronx, NY) Jan. 2019 – April 2021

- Managed daily operations of 5 Empire State After School Programs in the District 10 area of The Bronx, NY Provided official reports that tracked annual program budgets (\$150,000 per site), student attendance and chronic absentee data, special events and NYC Department of Education evaluations.
- Collaborated with school administrators, ensuring guidelines & policies are enforced
- Observed Teaching Artists by offering educational feedback and technology integration.
- Monitored City Span database for student information, attendance & reports for 500+ participants.
- Coordinated professional development trainings & retreats for educators and program staff that focus on arts education & cutting-edge technology approaches both in-person & virtually via the Blue Jeans platform.
- Represented organization at arts education recruitment fairs, conferences and training institutes.
- Developed the first operations handbook for program staff, detailing employee policies and procedures.

House Manager | Kings Theatre/Ambassador Theatre Group (Brooklyn, NY) Sept. 2017 – Jan. 2019

- Managed daily operations for Guest Services Department during live concert events with 3,000+ guests, consisting of 8 supervisors, Emergency Medical Technicians and 60 ushers: scheduling, payroll, human resources.
- Managed special events budget of \$300,000+ during the 2017/2018 fiscal year.
- Collaborated with all Front of House departments (Security, Food/Beverages, Operations/Custodians, Merchandise, Box Office and Productions), communicating events planning logistics and operations execution.
- Submitted weekly reports: staffing estimates/costs, merchandise commissions, incident & event evaluation.
- Recruited, hired and trained ushers through a collaboration with Workforce 1, a local NYC organization.
- Developed standard operating procedures for new employee initiatives such as the Ambassador Club VIP program & Kings Theatre Historic Tours. Provided professional development trainings for new employees within the Guest Service Department.
- Maintained the daily upkeep of the Guest Services Center, Staff Uniform Area & E.M.T./Emergency Room.
- Initiated communication with production clientele to organize lobby activations involving merchandise arrangements, promotional gifts VIP experiences, Pre/Post-Show Meet & Greets.
- Created the first Guest Services Employee Handbook, outlining policies for part-time staff members.

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RELATED EXPERIENCE:

Young Adult Literacy Instructor | Brooklyn Public Library Nov. 2008 – Dec. 2010

- Collaborated with Young Adult Literacy programs at four branches: Central; Sunset Park; Bushwick & Bed-Stuy
- Developed and instructed literacy curriculum for students 17-25 years old, with low reading levels.
- Integrated arts education curriculum utilizing media applications such as iMovie; Garage Band; Blogspot.
- Administered TABE (Test of Adult Basic Education) on a monthly basis for all interested library patrons.
- Coordinated guest presentations, field trips to educational or career development organizations.
- Developed individualized educational strategies for out-of-school students or court-ordered programs.

Program Director | Destiny Arts Center (Oakland, CA) Sept. 2005 – April 2008

- Managed the daily operations of the North Oakland main site that engages over 3,000 young people each year in arts practices (Theatre, Dance, Martial Arts & Performance).
- Supervised adult and youth teaching artists by providing administrative support, class supplies and mediations.
- Facilitated monthly staff professional development trainings and think tanks that focused on innovative violence prevention and social justice models for over 50 staff members.
- Conducted outreach presentations to increase the enrollment of both onsite and offsite programming.
- Instructed & created original curriculum that focused on Hip Hop Theatre pedagogies for High School youth.
- Produced and hosted (as master of ceremonies) annual events for over 6,000 East Bay Area community members: Winter/Spring celebrations; Outdoor Festivals; Anti-Violence Forums.

AWARDS & RECOGNITION:

- Community Partnership Award, NYC Department of Education – District 79, Alternative Schools. May 2023
- Actionist Fellow, Social Practice CUNY (A Mellon Foundation Initiative). September 2021 - May 2022
- Outstanding Artist Award, Filipino American National Historical Society – Metro NY Chapter. October 2013



*"When I dare to be powerful,
to use my strength in the service of my vision
then it becomes less and less important whether I am afraid."
- Audre Lorde*