

ADRIANE CLARKE

ARTS PROFESSIONAL

SKILLS

WRITING

- Marketing Materials
- Curriculum
- Scopes of Work
- Grants Applications
- Grants Guidelines
- Historic Narratives

PROGRAM MANAGEMENT

- Strategic Planning
- Effective Communication
- Budget Management
- Program Evaluation

GRANTS MANAGEMENT

- Grant Program Design
- Report Development
- Database Management
- Workshop Facilitation
- Panelist Recruitment

ARTS MANAGEMENT

- Scheduling
- Audience Expansion
- Social Media Planning
- Event Coordination
- Public Speaking
- Outreach

ADMINISTRATION

- Research & Data Analysis
- Content Development
- Grant Writing
- Agenda Preparation
- Marketing Strategies
- Program Documentation

EDUCATION

MA English & Creative Writing

Southern New Hampshire
University | 2015

BA Communication

Florida Atlantic University | 1999

PROFESSIONAL OVERVIEW

Driven professional with a passion for arts and culture, training, and coaching. Regarded as a dedicated team player who is a self-motivated problem solver, detailed-oriented and big picture focused.

WORK EXPERIENCE

PROGRAM MANAGER, CULTURAL FACILITIES

City of Pompano Beach | Pompano Beach | 2018 - Present

Develop, monitor and evaluate implementation of cultural programming, content development and oversee operations of the City's four cultural venues.

- Research, analyze, and implement cultural preservation methodologies
- Communicate culture initiatives and educational opportunities through marketing and social media channels
- Develop programming and cultural curriculum associated with four cultural venues
- Responsible for rewriting job descriptions and scopes of work in alignment with current needs of the department
- Research and implement archival procedures for historic house museum
- Drive analysis of cultural programs and associated projects; identified opportunities to increase efficiencies across venues
- Assist in development of operations manual; assisted in training direct reports
- Identify funding opportunities; engaged stakeholders in supporting departmental initiatives and programs

CONTRACT / GRANTS ADMINISTRATOR

Broward Cultural Division | Fort Lauderdale | 2016 - 2018

Conduct pre-application consultation meetings and community-based workshops. Analyze professional development needs of grantees and develop appropriate training opportunities. Support growth of funding program(s) while retaining participation of current applicants.

- Managed approximately 40% of agency's grant contracts
- Streamlined pre-application process
- Increased grant program participation rate by 30%
- Cultivate diverse roster of artist applicants and eligible cultural not for profit organizations
- Provide grants management support and technical assistance to grant applicants including developmental editing of their applications to ensure they reflect the full scope of their work and how it might fit into the grant opportunity
- Engage stakeholders in supporting professional needs of local arts sector

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PROJECTS

Archival Project

Blanche Ely House Museum
Grant Funded Project | 2021

Short Term Artist in Residence Program (STAIR)

Bailey Contemporary Arts Pilot
Program | 2020

CEREMONY| An Exhibition of Community Celebrations

Blanche Ely House Museum
Exhibition | 2020

LEGACY! Commemorating the Life of Esther Elizabeth Rolle

The Historic Ali Cultural Arts
Center Exhibition | 2019

PLAY BALL!

A Celebration of Negro Baseball

The Historic Ali Cultural Arts
Center Exhibition | 2019

HOME. WORK.LEGACY

Blanche Ely House Museum
Exhibition | 2019

Blanche Ely House Museum Grand Re-Opening

Blanch Ely House Museum
Community Event | 2019

Grant LAB (Pilot)

Outreach | 2017

Professional Development Program

Broward Art Guild, Inc.. Workshop
Facilitator | 2014 - 2016

Artist Talk: Sunny Bak

Photographer
Forré Fine Art Gallery | 2014

Artist Talk: Maxine Lapiduss

Lauderhill Arts Center | 2014

TECHNICAL SKILLS

- Microsoft Office Suite
- Database Management
- Online Marketing Platforms

GRANTS / ARTS MANAGEMENT SPECIALIST II

Broward Cultural Division | Fort Lauderdale | 2009 - 2016

Conduct community-based outreach and workshops. Manage administrative aspects of grant section programming. Develop and monitor execution and evaluation of grant program contracts. Support needs program development needs of Grant Administrator.

- Develop recruitment strategies to expand participation in Creative Investment Program
- Assess and coordinate programming to address professional development needs of artists and cultural organizations
- Design and submit grant concepts for external funding
- Serve as professional development liaison between Division and nationally recognized providers
- Coordinate Council evaluation of grant funded cultural programs
- Assist with development of Division diversity statement

GRANTS / ARTS MANAGEMENT SPECIALIST I

Broward Cultural Division | Fort Lauderdale | 2005 - 2009

Manage administrative aspects of grant contract development and evaluation. Manage administrative aspects of annual grant section programs. Support development of artist funding programs and services.

- Prepare and distribute grant program contracts
- Provide team leadership support
- Develop surveys to assess community needs
- Partner with colleagues to support grantee professional growth
- Provide business development support to new arts organizations and artist-entrepreneurs

PROGRAM COORDINATOR

Urban League | Fort Lauderdale | 2001 - 2005

Developed and implemented youth development programs and events including annual cultural, recognition and summer enrichment initiatives. Monitored and evaluated efficiency and effectiveness of grant funded programs and services.

- Manage team hiring process
- Develop program/project marketing plans and campaigns
- Supervise internal proposal and budget allocation process
- Increased monthly parent meeting attendance
- Plan and implement tri-state college tour program
- Supervised and evaluated performance of full-time and part-time teams

PROGRAM SPECIALIST

Urban League | Fort Lauderdale | 1999 - 2001

Provided direct program service, case management and program support for agency's grant funded teen pregnancy prevention events and youth development programs

- Develop program curriculum and field trips; meet enrollment requirements
- Manage program budget; ensure timely submission of project reports
- Integrated art and art appreciation components through coordination of cultural field trips and guest speakers