

**Application Form****Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

**Profile**

Jaqueline

First Name

Rivera

Middle Initial

Last Name

jaquelinesotoodeh@gmail.com

Email Address

6717 Rolling Meadows Drive

Home Address

Apt 1412

Suite or Apt

Sparks

City

NV

State

89436

Postal Code

**What ward do you live in? \***☒ Sparks

Home: (310) 570-5847

Primary Phone

Alternate Phone

**How long have you been a resident of the City of Reno?**

6 Months

**Are you over 18 years of age?**☒ Yes ☐ No**Are you currently registered to vote in the City of Reno? \***☒ Unsure

University of Nevada, Reno

Employer

Events Manager, University  
Events

Job Title

**Which Boards would you like to apply for?**

Reno Arts & Culture Commission: Submitted

**Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?**

☐ Yes ☒ No

**If yes, please list conviction dates and nature:**

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**Interests & Experiences**

**Education or training relevant to the board or commission to which you are applying:**

Bachelor of Arts in Theatre and Sociology from the University of Central Arkansas

**Explain briefly why you would like to be appointed to this board or commission.**

New to the city of Reno, I have over 15 years of arts administration and non-profit experience. An avid art lover, I want to create an impact in the community I am a part of. As I reflect and look to the future, I'm excited to continue my growth in an industry that has been so gracious to me. I am ready to take the skill sets that I've learned and collaborate with outstanding arts' leaders to further develop innovative arts education programs and build relationships within the community.

Jaqueline Rivera-

Sotoodeh Resume with theatrical.pdf

Upload a Resume

**Ethnicity**

**Gender**

**Sexual Orientation**

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**Open Meeting Law Waiver**

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO**

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The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

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☒ I Agree

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**Acknowledgement**

Please Agree with the Following Statement

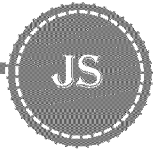
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I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.

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☒ I Agree

# Jaqueline Rivera-Sotoodeh



 (310) 570- 5847  [jaquelinesotoodeh@gmail.com](mailto:jaquelinesotoodeh@gmail.com)

 Sparks, NV  <https://www.linkedin.com/in/jacqueline-rivera-sotoodeh/>

Non-Profit Administrator • Fundraising & Event Manager • Arts Advocate

## Summary

Results-producing, companionate professional, with experience combining leadership, event planning, fundraising, administrative assistance, and customer service expertise. Innate ability to excel in the face of adversity by creatively overcoming obstacles. Articulate communicator: highly skilled in fostering robust relationships with customers, colleagues, donors, and key stakeholders to achieve goals. Instrumental in executing various tasks simultaneously and within strict timelines; ability to anticipate needs, multi-task, and prioritize duties efficiently and effectively. I embrace difficult situations that require a high level of attention as a complex challenge and works well under pressure while consistently rendering quality of work.

## Professional Work Experience

### **Events Manager, University Events • University of Nevada, Reno • Reno, NV • 09/2021- Current Contract Employee**

- Serves on the Advancement's University Events team as an emergency hire contracted position from September through September 26, 2022. *(Contract available upon request)*
- Reporting to the Director, University Events and other Advancement and University Leadership, support the planning and logistics for the President's Office and Advancement Events including Stewardship, Cultivation, Fundraising, Commencement, Sporting and Alumni Relations.
- Support the development and communication of event timelines, production schedules, and staffing.
- Manage initiation mailings, solicitations, seating, database management, print materials, budget tracking, expense processing, and other administrative duties.
- Serve as liaison to internal constituencies and outside vendors including rental services and catering.

### **Events Production Associate • San Francisco Symphony • San Francisco, CA • 07/2021- 10/2021 Contract Employee**

- Serves on the Development fundraising events team and as a contracted position from July through October 4, 2021.
- With direction from the Director of Stewardship, Events and Development Communications, in addition to other Development Department leadership, support the planning and logistics for the fundraising event, Re-Opening Night Gala.
- Support the development and communication of event timelines, production schedules, and staffing plan to respective teams and individuals, internally and externally.
- Provide event administrative support to include list management, mailings, solicitations and follow-up, seating, database management, print materials, budget tracking, expense processing, and other administrative duties.
- Serve as liaison to internal constituencies and outside vendors.
- Work as a key contributor in the set-up, execution, and strike of events and supporting ancillary meetings and functions.

# Jaqueline Rivera-Sotoodeh

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## Professional Work Experience (continued)

### **Membership Coordinator • Mesa Arts Center • Mesa, AZ • 02/2021- 06/2021**

#### ***Full-Time***

- Manage and oversee the Membership and Annual Fund program for the Mesa Art Center and Mesa Art Center Foundation.
- Develop direct fundraising strategies and plans to acquire, renew, and upgrade membership and donor contributions, leveraging multiple fundraising channels including direct mail, tele fund, website, social networking sites, and email.
- Design, implement, and evaluate membership, Annual Fund, and special purpose fundraising campaigns.
- Special Event management including coordination of membership events, up to 20 in a given year; serving as membership concierge; collaborating with all campus entities on member and other fundraising events, including working with board members, volunteers, catering contractors, entertainment and operational staff to ensure smooth flow of events; and implement the bid process, according to City policy.
- Provide effective Donor Stewardship and continued engagement.
- Research potential funding sources and collect data needed to analyze gift potential and create solicitation strategies and review research results with members of the development team.

### **Development Director • Valley Youth Theatre • Phoenix, AZ • 01/2020- 03/2020**

#### ***Full-Time***

- Reported to and collaborated with the Producing Artistic Director to assist in the planning, organizing, and directing of day-to-day strategic strategies.
- Managed fundraising initiatives including but not limited to individual giving, corporate and foundation relations, government funding, show sponsorships, and special events.
- Engaged with program staff, board members, and volunteers to identify, cultivate, and execute events to build community awareness, interest, and support.
- Researched, analyzed, and developed fundraising opportunities and pitches that reached a high volume of foundation funders.
- Completed projects on-time while ensuring quality assurance excellence by following company standards.

### **Development Manager • Segerstrom Center for the Arts • Costa Mesa, CA • 01/2019-12/2019**

#### ***Full-Time***

- Executive Assistant and Administrative Manager to the Vice President of Development.
- An active participant in board committee meetings. Responsible for the management of agendas and minutes, scheduling and monitoring internal staff meetings.
- Complete ownership of monthly departmental expenses (effectively worked within budget guidelines), supply orders, and coordination of travel arrangements (with detailed itineraries).
- Worked harmoniously with others in reviewing long-range and strategic planning initiatives to ensure goals and objectives are clearly communicated; Has a keen ability to translate and/or simplify complex topics.
- Responsible for departmental gift processing and acknowledgment letters.
- Maintained donor and prospect information in a database management system with great attention to detail.
- Took ownership of the Stewardship program duties while Stewardship Manager was on maternity leave.
- Analyzed department resources, teams responsible for delivery, and coordination of calendar schedules for cross-functional leaders and major stakeholders to match expected work volumes.
- Meeting hospitality: quickly and professionally worked with customers, vendors, and donors to answer questions, de-escalate issues, and determine an agreeable resolution and follow-through.
- As part of a growing department, I was chosen to fill in the missing fragments to formalize, drive, and support the company, which led to the Development Manager role.

# Jaqueline Rivera-Sotoodeh

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## Professional Work Experience (continued)

**Coordinator, Special Events • Segerstrom Center for the Arts • Costa Mesa, CA • 08/2016-12/2018**

### **Full-Time**

- Coordinated and facilitated over 100 Donor Events annually including but not limited to stewardship, cultivation, fulfillment and two signature events raising over two million dollars annually.
- A leader who optimizes the potential of employees by demonstrating a positive servant style leadership.
- Conceptualized and executed revenue-generating strategies to optimize profitability.
- A key leader/contributor in two signature events that successfully raised over 3 million dollars.
- In collaboration with the Events Director to design, fundraise, and coordinate The Arts and Business Leadership Awards Dinner, which raised the most money the event has seen.
- Responsible for event invitation mailing lists maintenance, RSVP tracking, gift processing, budget reconciliation, database management, acknowledgment letters, supply orders, meeting hospitality, and maintaining internal meeting schedules, agendas, and minutes.

**Receptionist • Segerstrom Center for the Arts • Costa Mesa, CA • 10/2015-07/2016**

**Assistant • Alyson Horne Casting • Los Angeles, CA • 09/2013-08/2015**

**Student Assistant • Art of Acting Studio • Los Angeles, CA • 09/2012-09/2012**

**Tour Director • Missoula Children's Theatre • Missoula, MT • 01/2012-08/2012**

## Theatrical Experience

### **Directing/ Design Experience**

The Nativity Play	Director	Brand New Life Christian Center
A Midsummer Night's Dream	Director	Shakespeare in the Park
The Boor	Director	University of Central Arkansas
The Last Days of Judas Iscariot	Assistant Director	Art of Acting Studio
The Secret Garden	Tour Actor/Director	Missoula Children's Theater
Macbeth	Stage Manager	Harold Clurman Lab Theater LA
Muckrakers	Costume Designer	Harold Clurman Lab Theater LA
Lebensraum	Costume Designer	Harold Clurman Lab Theater LA
Angels in America	Costume Designer	Art of Acting Studio
Oleanna	Costume Designer	University of Central Arkansas
Sister Mary Ignatius Explains...	Costume Designer	University of Central Arkansas

### **Acting Experience**

Macbeth (Performed)	U/S Lady Macduff	Harold Clurman Lab LA
Big Love	Olympia	Art of Acting Studio LA
Reasons To Be Pretty	Carly	Art of Acting Studio LA
Necessary Targets	Zlata	Art of Acting Studio LA
Machinal	Young Woman (LEAD)	University of Central Arkansas
The Skin of Our Teeth	Sabina	University of Central Arkansas
The Learned Ladies	Armande	University of Central Arkansas
Joseph and The Amazing...	Ensemble	Arkansas Shakespeare Theatre
Othello	Soldier, U/S Bianca	Arkansas Shakespeare Theatre
Dracula	Vixen, Gypsy, U/S Lucy	Arkansas Shakespeare Theatre
The Arkansas Bear	Tish	Arkansas Shakespeare Theatre
As You Like It	U/S Phoebe	Arkansas Shakespeare Theatre
Macbeth (Tour)	Witch/ Seyton	Arkansas Shakespeare Theatre
Taming of the Shrew (Tour)	Bianca	Arkansas Shakespeare Theatre
Godspell	Ensemble	Arkansas Repertory Theatre
Hollywood and Broadway...	Ensemble	Arkansas Repertory Theatre

# Jaqueline Rivera-Sotoodeh

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## Theatrical Experience (continued)

Sing, Dance, Repeat!	Ensemble	Arkansas Repertory Theatre
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### Other Experience

The Producers	Wardrobe Supervisor	Arkansas Shakespeare Theatre
Romeo and Juliet	Wardrobe Supervisor	Arkansas Shakespeare Theatre
The Sound of Music	Costume Technician	Arkansas Shakespeare Theatre
Taming of The Shrew	Costume Technician	Arkansas Shakespeare Theatre
A Christmas Carol	Wardrobe	Arkansas Repertory Theatre
The Full Monty	Wardrobe	Arkansas Repertory Theatre

## Education & Training

### Art of Acting Studio

#### Professional Acting Conservatory

##### Los Angeles, CA

Acting	Jane Fleiss Brogger, Don K Williams, H. Richard Greene
On Camera	Ron Burrus, Philip Charles MacKenzie
Voice	Lauren Lovett
Movement	Julie Hunicutt, Anastasia Coon, Anita Sparks
Viewpoints	Eric Hunicutt
Shakespeare	Nike Douglas
Improv	Neil Garguilo, Sean Cowhig

### University of Central Arkansas

#### Conway, Arkansas

Bachelor of Arts in Theatre and Sociology

### Awards

Alpha Psi Omega, Zeta Delta Cast President and Vice President  
KCACTF National Selection Team Excellence in Performance for Machinal  
Irene Ryan Nominee

## References

**Irma Ramirez**, Director of Stewardship, Events and Development Communications  
San Francisco Symphony, San Francisco, CA  
(626) 390-0528  
[Irmaramz@gmail.com](mailto:Irmaramz@gmail.com)

**Renee Lopata**, Development Director  
Mesa Arts Center, Mesa, AZ  
(480) 644-6613  
[Renee.Lopata@mesaartscenter.com](mailto:Renee.Lopata@mesaartscenter.com)

**Courtney Dudman-Donley**, Director of Special Events  
Segerstrom Center for the Arts, Costa Mesa, CA  
(714) 402-2363  
[Courtneydudmandonley@gmail.com](mailto:Courtneydudmandonley@gmail.com)



Molly Rosen <rosenm@reno.gov>

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## Jaqueline Rivera has submitted an application for Reno Arts & Culture Commission

1 message

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**City of Reno NV** <boards@granicuslabs.com>

Tue, Jan 18, 2022 at 10:40 AM

Reply-To: cityclerk@reno.gov

To: rosenm@reno.gov, aufierob@reno.gov, huntsmanm@reno.gov, bernerm@reno.gov

A new application for City of Reno, NV Boards and Commissions has been submitted. Applicant: Jaqueline Rivera Boards  
Applied For: Reno Arts & Culture Commission Link: <https://reno.granicus.com/apps/boards/applicants/?id=1694911>