

Jason M. Weeks

6 Sudbury Street • Maynard, MA 01574 • (978) 897-9045

EDUCATION:

Boston University

Master of Science, Arts Administration, May 2000

The University of North Carolina at Chapel Hill

Bachelor of Arts, December 1993

Majors: Music History and English

WORK EXPERIENCE:

Acting Executive Director

Cambridge Arts Council, Cambridge, MA

(July 2001 - Present)

- Responsible for managing the daily business and financial matters of the agency and the Cambridge Arts Council non-profit corporation.
- Work with the City Manager and CAC Advisory Board to identify and implement cultural programming and services that reflect the needs and desires of Cambridge residents.
- Oversee agency fundraising efforts including annual budget negotiations, grant requests to local and national foundations and corporate and individual solicitations.
- Recruit, interview, hire, train and manage full, part-time and seasonal staff.
- Represent the agency on a local, regional and national level as primary cultural liaison for the City of Cambridge.

Director, Community Arts Program

Cambridge Arts Council, Cambridge, MA

(May 2000 – July 2001)

- Produce the annual *Cambridge River Festival*, a community celebration of the arts that attracts over 100,000 people to the banks of the Charles River in downtown Cambridge, MA.
- Oversee the Local Cultural Council Grants Awards Program which awards over \$85,000 annually to individuals and organizations dedicated to creating opportunities for access and education to the arts in Cambridge.
- Produce the annual *Summer in the City* performance series for children
- Responsible for the Cambridge Street Performer Program and year-round enforcement of the City of Cambridge Street Performer Ordinance.
- Identify and solicit funding from state and municipal sources, foundations, corporations and individuals to support Community Art programming goals.
- Serve as cultural liaison for the City of Cambridge to its citizens.
- Hire and supervise full and part-time staff to support the Art Council's Community Art Program.

Director

EF Institute for Cultural Exchange, Cambridge, MA

(March 1999 – May 2000)

- Directed a production team responsible for programming with The EF Foundation for Foreign Exchange, EF Au Pair, and EF International Language Travel with annual sales to more than 80,000 customers.
- Recruited, interviewed, hired, trained, and managed all members of the production team.
- Oversaw all daily activities and procedures related to the successful accomplishment of production goals.

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- Responsible for the creation and maintenance of team and product-related budgets.
- Developed and administrated internal technology to support production and sales needs.
- Negotiated contracts with domestic and international airlines for EF Cultural Tours, Inc.
- Reported to the Executive Vice President for Production on overall product quality.

Manager

(October 1994 - March 1999)

EF Institute for Cultural Exchange, Cambridge, MA

- Managed production components and travel arrangements for EF Au Pair, a non-profit company that provides intercultural live-in childcare for U.S. host families.
- Responsible for product development and operation, including interviewing, supervising, and training support staff for Au Pair.
- Developed and maintained operational budgets and drafted projected cost analyses for EF Au Pair, International Language Travel, and Go Ahead Vacations.
- Negotiated contracts with domestic and international airlines for EF Travel.
- Assessed and reported on overall product quality for EF Au Pair, Educational Tours, and Go Ahead Vacations with annual sales to over 250,000 passengers.

Assistant Production Director

(December 1993 – July 1994)

Artplosure, The Raleigh Arts Festival, Raleigh, NC

- Worked as Assistant to the Production Director for the *Spring Jazz & Art Festival '94*, a week-long event that attracts over 80,000 people to downtown Raleigh, NC.
- Directed stage production and coordinated transportation and hospitality for all music venues.
- Organized musician residency and master classes targeting local high school musicians.
- Coordinated a week-long *Lunch on the Mall* series featuring area high school jazz bands.
- Assisted in the development and pre-event planning for the *Art Show*, featuring over 170 juried artists.
- Assisted in all other aspects of festival production, including project planning, site design, and volunteer recruitment.

Co-Chair, Performing Arts Committee

(September 1993 – May 1994)

UNC Bicentennial Observance Committee, Chapel Hill, NC

- Coordinated performing arts programming for UNC's Bicentennial Observance, a yearlong celebration for Carolina's 200th year as the first public university in the U.S.
- Responsible for event scheduling and artist hospitality.
- Site supervisor for the closing ceremonies including keynote speaker President Bill Clinton and well-known UNC alumni.

Chair, Performing Arts Committee

(August 1992 – May 1993)

Carolina Union Activities Board, Chapel Hill, NC

- Nominated and served on the 16-member Union Activities Board which conceived and organized all student programming.
- Managed all aspects of theatre, modern dance, and musical productions, including booking, public relations, advertising, and performer hospitality.
- Coordinated the 1993 *UNC Jazz Festival* along with the UNC Department of Music.
- Recruited and managed a 15-member volunteer committee responsible for carrying out program production.

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AFFILIATIONS:

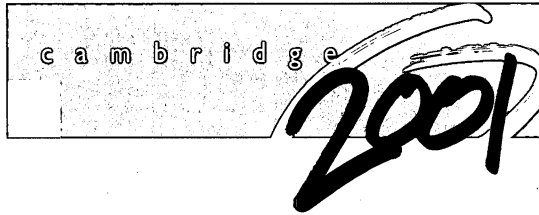
Member – American Association of Museums
Member – Arts Administration Alumni Association, Boston University
Member – Boston Jazz Society
Panelist – Boston University Alumni Roundtable
Participant - Massachusetts Cultural Council LCC Technology focus group
Participant – Arts & the Media Conference, Cambridge Center for Adult Education

SKILLS:

Bachelor degree in piano performance, proficient on acoustic guitar. Computer skills include proficiency on both PC and Macintosh operating platforms, HTML, Microsoft Office, MS Outlook, MS Access, MS Photo Editor, PhotoShop, Lotus Notes, 4th Dimension, basic Web design, and Internet use.

RECOMMENDATIONS:

Attached



3.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager Richard C. Rossi, Deputy City Manager

December 17, 2001

To The Honorable, The City Council:

I am pleased to announce that I have appointed Jason Weeks, 6 Sudbury Street, Maynard, MA, as the Executive Director of the Cambridge Arts Council, effective December 10, 2001.

I have attached Mr. Weeks' resume for your information.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert W. Healy
City Manager

RWH/mec
Attachment



89 A

Consent Agenda #3

Appointment of Jason Weeks as
the Executive Director of the
Arts Council.

In City Council December 17, 2001

PLACED ON FILE