
KAYLA KNOWLES



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SKILLS

- Extensive Knowledge of Google Suite
 - Curriculum and Arts integration for 6-12th grade with a focus on diversity, equity, and inclusivity.
 - Performance and fundraising planning
 - Management of teams of 10 or more of adults or teens
 - Artist Programmatic creation and management
 - Marketing and outreach within the educational sector
 - Sales and customer service
 - Educational programing in the arts that focuses around diversity, equity, and inclusion.
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REFERENCES

Lisa Kingsbury

Supervisor

Director of Community Engagement
(707) 315 1396

Aejay Mitchell

Co-Worker

Director of Theatre
(318) 658 5385

EXPERIENCE

CONTRA COSTA SCHOOL OF PERFORMING ARTS – DIRECTOR OF PRODUCTION AND DESIGN

August 2016 – Current

Responsible for the creation, management, and implementation of curriculum and instruction in Stagecraft, Visual Arts, Art History, and Film History/Theory for 6th-12th grade. Propose and manage an operational budget for an individual art program, manage the allocation of space given for instruction and performance, including the procurement of external facilities, and orchestrate the general performance/exhibition season within the program. Also coordinated and oversaw school travel, competition, outreach, arts education, internships, and workplace learning opportunities.

QUARRY LANE - EXTENDED EDUCATION TEACHER

December 2015 – August 2016

Supervised elementary level children before and after school. Tutored the children in Math, Science, English, and other similar subjects. Worked with a team of five to watch up to four hundred children Pre-K to Fifth Grade age. Interacted with parents to communicate vital information about their child's educational status and welfare. Entertained the children with exciting crafts that were based around their current curriculum.

AARON BROTHERS – ASSISTANT MANAGER

March 2013 – December 2015

Worked to manage a team that provided excellent and personalized customer service to a variety of customers. Understood and designed for the needs when custom framing art. Designed, sold, and processed custom framing for art in a timely and efficient manner. Managed a team in exceeding customer expectations and training new employees to do the same. Continued to provide superior customer service even after the customer's work was finished through follow up calls and emails. Using this information, I was then able to make changes to always evolve the level of service provided.

EDUCATION

CTE CLEAR CREDENTIAL IN ARTS, MEDIA, AND ENTERTAINMENT

Alameda County Office of Education

BA ENGLISH LITERATURE

DECEMBER 2015

San Francisco State
