

TLM's Projected Strategic Plan

June 96 - June 98

TLM's general survey of the personnel/staff development: , " *Renovation and Inaugural The Physical Museum*" fiscal 95- 97.

TLM's 3rd Phase - "*Renovation and Inaugural The Physical Museum*": fiscal 95-97 of development was marked by moving the museum office from the MALDEF building to the permanent site in May 1995. Denise Lugo Director, and Ruth Chang book keeper were the only staff. In May of 1995 the core and initial staff was made up of volunteers.

They were then art history students of Denise Lugo and attended school at Cal. State University, El Camino City College and Pasadena City College. The Assistant Director joined the founding TLM team, volunteering more than half a year. All of the early staff were not involved with the museum; with the exception of the founding top administration Director and Assistant Director and Ruth Chung.

By mid 1996, the museum 's infra-structure continued to grow and the staff needed were critical for the added need for the curatorial foundation. Up to this time the director had created all of the formulation of the curatorial department as well as the required administrative needs. Monica Torres Creason, the fourth permanent Staff member was hired as the Assistant Curator. As in the museum's past practices, she had volunteered for six months before getting hired. All current staff members volunteered first before they were hired. The assistant director continued to work closely with the director on all of the museum's financial, contractual and personnel related duties. Moreover, the Director has vast Latino art historical background and the Assistant Director has degrees in economics and finance from the prestigious Harvard and MIT. Hence forming a unique administrative balance between the on going creative programming and the financial core of museum roots. As noted, (see 1996-97 pro bono budget) the volunteer staff provided the much needed help during the first two and half years. The Volunteers came in groups and eventually burned out. We soon realized that we couldn't rely on volunteers as principle staff.

TLM's general over view of staff development for the Fiscal - June 1996 - 1997

June 1996 Personnel:

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Music: Roberta Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Margarita Medina

Education:

Educational Coordinator: Joe Flores

Education-University Interns

Ulima Biddle, University of Arizona, Tucson

University of Southern California

Registrar: Raul Vasquez

Custodial: Charles ?

July 1996 Personnel:

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Music: Roberta Martinez

Communications Manger/Computers: Joe Flores

Education:

Coordinator - Joe Flores

University Interns

Ulma Biddle, University of Arizona, Tucson

University of Southern California

Clerk/Receptionist: Margarita Medina

Registrar: Raul Vasquez

Custodial/Security: Charles ?

August 1996 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torress Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

O. R. O. Regional Organization of Oaxaca (cultural organization) help coordinate
Nov. 96-Day of Dead Exhibition at TLM

Preparator: Eddie Martinez

Music: Roberta Martinez

Communications Manger/Computers -invitations, inter-active education:
Joe Flores

Education:

Coordinator: Joe Flores

University Interns

Ulma Biddle, University of Arizona, Tucson

University of Southern California

Clerk/Receptionist: Margarita Medina

Registrar: Raul Vasquez

Custodial/Security: Charles ?

September 1996 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torress Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

O. R. O. Regional Organization of Oaxaca (cultural organization) help coordinate
Nov. 96-Day of Dead Exhibition at TLM

Cultural Programs: Eddie Martinez

Cine y Café

Helped Organize - **Technical Preparator:** Eddie Martinez

A La Brava Productiions (artist collaborative)

Music: Roberta Martinez

Comite Latino help organize Latin American Embassadors Rossana

Communications Manger/Computers: Joe Flores

Education:

Joe Flores

?

Clerk/Receptionist: Margarita Medina

Custodial/Security - Charles ?

October 1996 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

O. R. O. Regional Organization of Oaxaca coordinate Nov. 96-Day of Dead
Exhibition at TLM

Cultural Programs: Eddie Martinez

Cine y Café

Helped Organize-**Technical Preparator:** Eddie Martinez

A La Brava Productions (artist collaborative)

Music: Roberta Martinez

Comite Latino help organize Latin American Embassadors Rossana

Communications Manger/Computers: Joe Flores

Education:

Educational - Joe Flores and ?

Clerk/Receptionist: Margarita Medina

Custodial/Security: Charles ?

November 1996 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Coordinated Exhibition - O. R. O. Regional Organization of Oaxaca

***"Oaxaca: Su rito a la Muerte"* Day of The Dead**

Reception Entertainment

Concert Band

Preparator of Installation and Deinstallation

Education: Leo Limon

Music: Roberta Martinez

Comite Latino help organize Latin American Embassadors Rossana

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Margarita Medina

Custodial/Security: Charles ?

December 1996 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Margarita Medina

Custodial/Security: Charles ?

January 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Margarita Medina

Custodial/Security: Charles ?

**Media Center Latino Heritage Resource Center's Production of Los Four Artist's #
2 Interview**

Coordinator: Peter Castillo

Director of Photography: Peter Castillo

February 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: ?

Custodial/Security: Charles ?

March 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: ?

Custodial/Security: Charles ?

April 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: ?

Custodial/Security: Charles ?

May 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Sara Palacios and Isabel Martinez

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: ?

Custodial/Security: Charles ?

June 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Jorge Sicre

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Heather Saavedra

Custodial/Security: Charles ?

Research: Karen?

Getty Interns:

Registrar: Raul Vasquez

Education Coordinator - Leslie Mata

July 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Jorge Sicre

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Heather Saavedra

Custodial/Security: Charles ?

Research: Karen?

Getty Interns:

Registrar: Raul Vasquez

Education Coordinator: Leslie Mata

August 1997 Personnel

Permanent Staff

Director, Denise Lugo

Assistant Director, Cynthia Cuza

Assistant Curator, Monica Torres Creason

Book Keeper, Ruth Chung

Support Staff (Volunteers)

Curatorial: Jorge Sicre

Communications Manger/Computers: Joe Flores

Clerk/Receptionist: Heather Saavedra

Custodial/Security: Charles ?

Research: Karen?

TLM 1996

In 1996 the Department of Education's grant acquisition of \$600,000 provided the funds needed to widen the educational programming and operational base. Moreover as we get within months of the opening to the museum there are three main areas of focus:

1. Development need for the one and half millions needed to safely operate TLM for the first one and half year. There first steps for the endowment are also critical for this institutions future.

The board and the staff must continue to work closely to insure the smooth growth and evolution of the museum. This continual growing process will directly impact the future foundations, grants and the international public/audience. The continual close working relationship between the board and staff, as will have a direct bearing on the quality of programming. This board and staff inter-relationship is critical important, as history points out in museum history.

The success of the museum and it's opening rest on filling all the necessary departments and positions. For financial purposes, some staff can be hired as permanent part-time and others must be full time. As in any small museum, the staff will need to working in several areas and departments. Once the museum finances are better the staff, there will more staff added, hence their productive will increase due to lighter work load and narrowing of their areas of job specialization.

As of today, all current employees have a tremendous work load that extends outside the forty hours. All staff work at home on week end and week nights. This has kept the museum programming on target.

August 1997 Report to the Board of Trustees

Inaugural Season or Bust! In TLM's 3rd Phase -

The largest phase of hiring of staff will occur in September for joining TLM in October 1997, just few months before the opening. This hiring of additional staff will provide the bases of most of the necessary museum departments for the first time. The following general out line provides an evolution of the staff museum structure from beginning and includes the proposed October 1997 additional hired staff needed to make the opening and establish TLM's staff foundation.

For the past two and half years most of the staff trained on the job. Nevertheless currently there is no time or resources to take people who are not specialized in their area of museum work. **Importantly, all staff will balance collaborate on simultaneous tasks and work projects.**

During this past Summer 1997, we had the good fortune of having had the help of two excellent Getty Interns. Lestli Mata, work under Joe Flores, the educational Coordinator/Communications Manager in programming TLM's 2nd Art In The Park, Summer Youth Art Program.

Raul Vasquez, was in the Registrar Department Volunteer last year and worked under Young Kim, the then Registrar. This summer he restructured the entire Registrar Department and currently has been working again with Young Kim.

Exhibitions need a strong financial base to insure a high quality exhibitions. The average mainstream museum exhibition average from 100,00.00 to 185,00.00. Do to our financial constrengths we will be working within an extremely small budget.

Here is the barest of the "Bare Bones" staff. With out this basic museum foundation TLM will not be able to function! All of the following staff positions are needed to function as a Museum and produce the first four exhibitions and the most basic educational programming. Once TLM finishes it's renovated phase, it immediately needs to keep meeting the CAD, CRA, Bank of America, grant etc. deliverables. The future of the museum rest on this first year. The programming and exhibitions will provide the much needed exhibition history needed for private and public funding.

TLM's " 1997- "Bare Bones" Staff and general job descriptions:
Permanent Staff:

- 1. Denise Lugo Administration-Director, /Chief Curator
- 2. **Cynthia Cuza** Administration-Assistant Director / operational management

Director: Generate the operational structure and long term institutional planning for TLM's smooth transition into a new world -class facility. Responsible for the academic level- highest intellectual and scholarship content and quality. The director is also conceptualization and coordinating the entire curatorial , educational and associated cultural programming guaranteeing the highest intellectual and scholarship content and quality as well as the all related activities. Supervision of all acquisitions, preservation, research interpretation and responsible for ensuring Other duties include creating strong communication

ties with the national and community museum as well as national education institutions.

Assistant Director works on all of the execution and coordinating all contracts and financial matters. Oversees museum personnel, purchase orders, coordinates Staff development and associated activities. and as well as establish strong communications with Educational Institutions and Museums.

The Director and Assistant to the Director, worked closely together in establishing all of the administrative roots such as:

1. Establishing good relations with the Political leaders and governmental agencies
2. Coordination of all Board directives/activities.

TLM's Curatorial Department:

As the Chief Curator, the Director is responsible and works closely with the curatorial staff..

- **3. Monica Torres Creation** Assistant Curator /Curatorial Department Head
- **4. Margarita Medina**, Administrative Assistant (has been moved to Assistant Curator)

Monica Creation, is responsible for managing all administrative aspects of the curatorial Department. She now has a specialized background on the Los Four Exhibition, she has worked there since her start in TLM as a volunteer. She has been organizing the curatorial department. She has worked on all of TLM's past exhibition for the last year and half.

Monica and Margarita are both restructuring and streamlining the curatorial exhibition process for efficiency.

Margarita Medina, began as the administrative assistant in March 1996. She has a strong curatorial background. As the museum moved forward, the curatorial needs became out grew the earlier Director and Monica collaboration and Margarita, was moved into curatorial. (Her administrative assistant position is currently being handled by one volunteer who are helping out temporarily this position must be filled)

She is currently working on the curatorial department on the following shows:

1. Dead of the Dead November 1, 1997
2. Taller Movil January 15 -March 15 1998
3. Paul Sierra April 15-June 15, 1998

The director meets frequently with both of the assistant curators. There is now a set structured exhibition related programming schedules for all of the shows. The close inter working relationship has developed along with the museum's transition. As we near the curators work on producing the rotating Board approved exhibitions. There is no anticipated problems The *Day of the Dead* is right on schedule!

- 5. Ruth Chung Book Keeper, is the oldest member of the team. She works with the board and the staff. She has stream lined the administrative system and staff communication that have adopted to TLM's growth. She is currently work closely on the Renovation and related financial work with Cythnia, Tom and Jess Soto Mayor.

Hiring Prioritizing

As TLM nears completion and the rotation of exhibition schedule, it is of the utmost urgency to create the foundations for TLM's Development team. The opening of the Inaugural Season will provide TLM with heighten public visibility and hence the need for a membership and marketing plan.

- 1. Grants/Membership Coordinator will be the first member of TLM's development team to develop and implement a strong fundraising plan for the private foundation sectors. The Grants Coordinator, will work with the board of Trustees, Director and will be a self started and a team member. This position can be a part time-three day a week, with flexible hours. Once a Director of Development is hired then the Grants Coordinator will work under him/her.

Here are some proposed financial marketing and development support areas that can be quickly implemented and adjusted for all of TLM's exhibitions.

1. Creation a "Join The Latino Museum"- membership package that includes a small token gift that is associated with the show
2. Active on going soliciting
3. Development of marketing plan for exhibition and related sales of t-shirts, posters, etc.
4. Membership Drive
5. Tom's Renovation fundraising plan for selling "Plaza" floor titles for 500.00 each, hence a possibility to have fund to renovate Gallery B, which is part of Phase II.

2. Director of Education, Board approved this position, that will financed by LACMA's Arts Initiative grant (100,000.00 per three years to work on combined educational museum partnership and TLM programming that fits within this partnership) for the next three years. Establish community, school and

University connection. The director will work as an Alison with other Partner Museums and restructure the education department.

The Director of Education is responsible for developing and coordinating the educational department. The director of education will supervision of the entire museum's educational programming and special exhibitions of children's work.. As museum partners in LACM's Educational Arts Initiative Programs, Director of Education will work closely other Los Angeles museum partners, and supervise all associated educational professional in residence and/or volunteers as well as develop, implement, education programming; workshops talks, lectures, demonstration, symposia and performances for adults and children, teacher programs and special events in Spanish and English. .

Most importantly the director of education will develop and coordinate volunteer and docent programs.

***Note Joe Flores, who has been the Educational Arts Coordinator and Communications Manager.**

- **3. Administrative Assistant/Grafic Artist**

- **4. Registrar.** There can not be an exhibition without a Registrar he is responsible in handling and recording all damage of incoming and out going art in regards to exhibitions and educational programs. With out a professional registrar, TLM will not be able to have any exhibitions. We need to fill this position as quickly as possible. No exhibitions can be staged in the upstairs galleries till all the legal and insurance museum forms and printed and secure for all art that enters and leaves TLM.

As the renovation of the receiving area is constructed, the registrar's office must make room next to the kitchen to be closer the receiving of the elevator. The storage area for all objects and art must be created working in conjunction with the Tom Hernadez, architect, Rosa Lowenger, conservationist and the registrar to provide the most up to date environment for the incoming and permanent collection shortage and maitence

The summer intern has helped in organizing this department, but now there is a great need to restructure the "Safe" for safe keeping of all art in the museum. The insurance also require a registrar. This is a part time three day a week. He will work with the exhibition curators, Preparator, and insurance company during all of the exhibition installation and deinstallation. We are proposing Young Kim one of the original two registrants who organized and structured this department. Mr. Kim worked as a volunteer for close to one year!

5. Preparator, The Preparator is responsible for all of the installations and deinstallations. His position can become full time within the following year as TLM become more established.. The Preparator works closely with the director and curators to ensure a top notch show. He prepares and designs the exhibition galleries, graphics for the educational wall text, works with Joe Flores on the multi-media educational presentation. He will also work on the incorporation of the video documentation of the video within the exhibitions climate for the maximum educational and aesthetic experience. The Preparator will work with the handling of the objects/art with the registrar and the conservationist. All of the hanging of the work will be supervised by the director. The Preparator, will insure the highest environmental conditions for all exhibition. The Preparator is responsible for all installation and deinstallations of exhibitions. He will also work with the educational department to help organize and put together all of the on site and off site programming. He will also make all of the traveling crating for TLM's traveling shows, as well as recreating incoming exhibitions. George Hoyos, is a good candidate for this part time three day a week.

Related Exhibition Staff

- Gallery assistant, will do some docent work and sign in all school buses, educational related field trips, and deal with the general public.
- Security one person will be present in the main galleries when the doors open to the public. The security person, is responsible for the safety of all the general public, exhibition/art and educational field trips.

These two positions are full time and the regular staff can not fill these positions. .

Additional Exhibition Costs:

Public Relations: There is a great need for a Public Relations firm. TLM has no help in this area. Diana Aceves our past Pro Bono public relations helper is no longer available to us. As we near the opening of the museum, it is very important that there a major PR production is under way. The budget for a good public out come is 10,000.00.

There is absolutely nobody within the museum structure that can take this added work. This is a very specialized area of work, we need a professional at least for the first exhibition "*Dia de Los Muretor*".

Multi-Media, the video documentation of the exhibition artist for the exhibition should be contracted out for each exhibition! The average cost is 5,000.00 to 6,000.00 per 20 minute video for galleries and education/doucumentation.

Reception: Every exhibition has at least one reception. One is usually for Board, VIP, and membership. The 2nd is for the general public. Cost for the reception will vary on Board advisory.

November

A look at the Team work and collaboration of Staff

Educational department head, will organize the children's and teacher work shops.

Joe Flores and 2-3 TA's will help out in all three workshop out side of TLM on the parking lot. Ms. Medina will also have all the educational exhibition pkgs. and artists documentation video ready at the Teacher Referral Center . Peter Castillo and director will have artist documentation video installed with the Preparator for the public. The curators will work with the volunteer docents for children's and teacher field trips and school visits. If there are no docents, curators , director, and assistant director also help out. The director, registrar, prepator work on hanging the show. The curators work on the text and labels. They also work with the educational department in creating the related exhibition materials for the public.

and invitation for the exhibition. The director talks to all the press and especial the critics. Ms Medina makes sure all educational material is tri-lingual, Spanish , English and Japanese.

Need Security: for Every Exhibition: Hire each month for exhibitions. Cost 1,000.00 for each Show.

"Paul Sierra: A View From Chicago"

Paul Sierra is one of the most formats American Artist.

Artist evening for Teachers

Principals of "Contemporary Latino Art" for teacher

Special Children's museum visits, presented by junior Docents.(Children peers)

The Director John Ferandez of The Mexican-American Educational Foundation of the Los Angeles Unified School District, will providing the transportation for school pupils to this event. As part of the Latino Heritage Resource Center's Historical Archival Documentary it will supplement: Teachers Educational Resources, for the class rooms in public schools.

1. Teachers Educational Resources, for the class rooms in public schools.

2.The CD ROM will provide the most up to date inter active education materials for class room computers. There is currently no film or video presentation on Latino artist for providing the art history /studio fundamentals for Latino children. Cost 8,000.00

December

"Los Four and The East Los School of Painting"-

A Retrospective Exhibition-An American Genre

.This World class Retrospective Exhibition of Los Four will document the beginnings of the "East St.. Los" American School of Painting.

The educational component for the "Los Four" Exhibition will be the following:

- a. 128 page scholarly catalog
- b. exhibition documentaries will be pressed into CD-ROM f

School Age Children, on site and off site screenings as well as and pre-museum visits, as well as teaching tools in the inter active computer forms in museums and schools.

The educational programming associated with all exhibitions will help in breaking down the cultural barriers that limit the experience of Latino art and culture to the general public. The raw video footage will become part of the Archives of American Art and the Smithsonian Institute in Washington D.C.,

Cost 15,000.00

Budget Line Items-Exhibition Production

1. Exhibition Production Organization Associated Areas:

Research Assistant (Curatorial and Preparator)

Misc. and Related Professional Fees

Art and related Transportation and Parking/Equipment Rentals

Books and Research materials

Related Supplies

Postage

Photography

2. Gallery Preparation and Installation/Demolition:

- Part time-Installation crew
- Exhibition Construction/Design
- Painting Labor
- Exhibition Materials
- Gallery-Installation Fabrication/Commission
- All Exhibition -Framing and Matting
- Misc.-Exhibition Lighting
- Hanging Materials

TLM Additional Exhibition Costs: Exhibition Production

1. Registrar Functions

- Insurance
- Conservation Fees
- Crating/Shipping Fees
- Photo/crate Disposal
- Everyday Artists documentation and files

2. Exhibition- Graphics/Signage

- Design Fees and Expenses for all related show materials (ie. invitation, educational material)
- Printing
- Typesetting
- Photography/Rights and Reproduction
- Software and material costs

3. P. R.

- Design Fees and Expenses
- Professional Fees
- Printing
- Photography
- Shipping

All Exhibitions need additional Development support in fundraising to insure a high quality exhibitions. Here are some proposed development support needed to implement all exhibitions.

1. Creation of "Join The Latino Museum"
2. develop a good TLM PR and membership package
3. Active on going soliciting
4. Development of marketing plan for exhibition and related sales of t-shirts, posters, etc.
5. Membership Drive

1. **Other/Misc.**

Seminars/Conferences
Reception
Musical Reception Entertainment

Food/Catering
Bar
Décor

Optional **Catalogue**

Design Fees and Expenses
Professional Fees
Printing
Typesetting
Photography/Rights and Reproduction
Shipping
Staff Travel

Additional Educational Staff and Costs

1. Joe Flores, **has been the Educational Arts Coordinator and Communications Manager.** Mr. Flores has been providing much of his **Last week of September to late November 1997**

Youth Art Program: eight weeks eight hours a week of intensive classes. Twice a week at Para Los Ninos and twice a week a one elementary school
Staff: Margarita Medina, Joe Flores, Roberta Martinez, and Heather Saavedra.
The Educational Program Coordinator will work jointly with Joe Flores. Mr. Flores will teach these two classes with the two Art in the Park TA's Roberta Martinez, Heather Saavedra. (TA s get 75.00 per one class)
He will be paid 200.00 for his teaching of this program

January

January To February 1998

Youth Art Program: eight weeks eight hours a week of intensive classes. Twice a week at Para Los Ninos and twice a week a one elementary school

Staff: Margarita Medina, Joe Flores, Roberta Martinez, and Heather Saavedra.

The Educational Program Coordinator will work jointly with Joe Flores. Mr. Flores will teach these two classes with the two Art in the Park TA's Roberta Martinez, Heather Saavedra. (TA s get 75.00 per one class)

He will be paid 200.00 for his teaching of this program

Muralismo

Staff: Joe Flores and one TA to work with Professional Artist Leo Limon.

The children will work only on creating a mural with professional artists. A gift from the Museum to the community and an acquisition of Art for the museum. **Artist design becomes part of the Permanent collection.**

Total Cost per Mural and Children's Workshop

\$5,030.00

March

Operating Cost for The Latino Resource Center's Teacher Referral Center for all teachers of the Los Angeles Unified School District:

Cost 5,000.00

March 1998-

LRHC's referral center Audio Visual documentation for all exhibition educational programming/material.

Continual -Operating cost 2,000.00

April

Muralismo

Staff: Joe Flores and one TA to work with Professional Artist Eloy Torres

The children will work only on creating a mural with professional artists. A gift from the Museum to the community and an acquisition of Art for the museum. **Artist design becomes part of the Permanent collection.**

Total Cost per Mural and Children's Workshop

\$5,030.00

May-June

Youth Art Program: eight weeks eight hours a week of intensive classes. Twice a week at Para Los Ninos and twice a week a one elementary school

Staff: Margarita Medina, Joe Flores, Roberta Martinez, and Heather Saavedra.

The Educational Program Coordinator will work jointly with Joe Flores. Mr. Flores will teach one classes with the two Art in the Park TA's Roberta Martinez, Heather Saavedra. (TA s get 75.00 per one class)

He will be paid 200.00 for his teaching of this program

Total Costs per six week After School Youth Art Program \$6,300.00

May

LRHC's referral center Audio Visual documentation for all exhibition educational programming/material.

Continual -Operating cost 2,000.00

May to July

July

Muralismo

Staff: Joe Flores and one TA to work with Professional Artist Diana Gamboa

The children will work only on creating a mural with professional artists. A gift from the Museum to the community and an acquisition of Art for the museum. **Artist design becomes part of the Permanent collection.**

Total Cost per Mural and Children's Workshop \$5,030.00

July

LRHC's referral center Audio Visual documentation for all exhibition educational programming/material.

Continual -Operating cost 2,000.00

August

Muralismo

Staff: Joe Flores and one TA to work with Professional Artist

The children will work only on creating a mural with professional artists. A gift from the Museum to the community and an acquisition of Art for the museum. **Artist design becomes part of the Permanent collection.**

Total Cost per Mural and Children's Workshop \$5,030.00

Total Cost per Mural and Children's Workshop \$5,030.00

September

LRHC's referral center Audio Visual documentation for all exhibition educational programming/material.

Continual -Operating cost 2,000.00

September

Youth Art Program.

Youth Art Program: eight weeks eight hours a week of intensive classes. Once a week at Para Los Ninos and twice a week at one elementary school

Staff: Margarita Medina, Joe Flores, Roberta Martinez, and Heather Saavedra.

8.9.97Staff.Plan

The Educational Program Coordinator will work jointly with Joe Flores. Mr. Flores will teach one classes with the two Art in the Park TA's Roberta Martinez, Heather Saavedra. (TA s get 75.00 per one class)

He will be paid 200.00 for his teaching of this program

Total Costs per six week After School Youth Art Program \$6,300.00