



**CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION**

Name of Board/Commission PARKS, RECREATION, & COMMUNITY RESOURCES ADVISORY

Name Phone Number

Address

Email

Occupation/Profession

Employer Name & Address

REFERENCES (Please List Three References)

Personal:

Professional:

Other:

COMMUNITY PARTICIPATION AND SERVICE (Past and Present)

Why do you wish to serve on the Board/Commission?

I am eager to serve on the Hermosa Beach Parks, Recreation, and Community Resources Advisory Commission because I am deeply committed to inclusive, engaging, and well-structured programming that enhances public well-being. Since moving to Hermosa Beach from Charlottesville, Virginia with my husband and two dogs, I've gained an even greater appreciation for the role of community spaces, events, and programs. I want to continue developing my skills by learning more about permitting and local government operations. I recognize that every well-run project or event relies on a dedicated team working behind the scenes to ensure a seamless experience for the public.

As I settle into the community, I've also become aware of the importance of protecting our beaches and ocean. Having grown up in Nebraska, I feel incredibly fortunate to live in this seaside town. One way I hope to give back is by serving on this commission, applying my experience in education, project management, and events in ways that benefit the community. I still have much to learn, but my service-oriented mindset, shaped by both my volunteer work and career experience, drives me to contribute meaningfully to Hermosa Beach.

Which duties and responsibilities of the Board/Commission are important to you and why?

I am eager to learn more about policies and permitting for services and programs in Hermosa Beach, particularly how decisions affect facilities management, parks and recreation staff, the public, and other local departments. I also want to understand how external groups, such as the California Coastal Commission and neighboring communities, influence programming and events.

I'm passionate about creating spaces for kids to learn and engage. As an artist, I believe in providing children with opportunities to explore art. Having grown up with a parent who was an athletic director, I was involved in sports from a young age. Supporting and advocating for children in the community would be a priority for me in this role.

My older sister has profound developmental disabilities and keeping various groups of people in mind when approaching issues in spaces and events is always a priority for me. This perspective is something I bring into my roles, ensuring accessibility and inclusivity are integral to programming and public spaces.

My background in art and graphic design helps me promote programs, services, and fundraisers. Since moving, I've actively sought out information on local events and noticed which ones were well-marketed and which were harder to find. I'd love to use my skills to support outreach efforts.

In Virginia, I worked events on large properties and participated in capital improvement discussions. I understand what visitors need and can identify areas for better access and efficiency. I'm particularly interested in annual budget development and capital improvement programs. Hermosa Beach has some of the best communication about scheduled and ongoing projects compared to anywhere I've lived, and I want to contribute to future improvements.

Do you have any current or past obligations or responsibilities, which could be construed as a conflict of interest with the position you are applying for? NO

If yes, please explain below:

Please add your education, employment, memberships, past activities, or other experience you feel qualifies you to serve on the Board/Commission.

Education & Certifications

Bachelor of Arts in Biological & Pre-Medical Illustration, Minor in Anthropology – Iowa State University

Natural Science Illustration Certificate Program – Rhode Island School of Design (Expected Fall 2025)

Professional Experience

Event Manager & Executive Assistant
University of Virginia College & Graduate School of Arts & Sciences
-This position allowed me to work at a high level within the University, supporting the Dean of the College of Arts and Sciences in event production and administrative work. I managed confidential documents and details while overseeing the execution of an event program that included 34 events. I also developed a training guide for event managers to use during my time in this role.

Event & Venue Coordinator – Morven Sustainability Lab, University of Virginia
-Managed 10 venue facilities across 3,000 acres, organized 180+ annual events, and oversaw financial transactions
-Developed and executed events providing access to properties and gardens for 200+ students and local communities, including Outdoor Film, Student Days, and Gazpacho in the Garden
I worked closely with the estate manager on policies, procedures, and upcoming projects across the 3,000-acre property. Together, we created public events that allowed guests and students to access the property, which had previously only been open once a year during Historic Garden Day. I managed events across 10 different venue facilities and provided support across the estate.

Education Manager – Virginia Discovery Museum
-Created programming for children ages 2-10 and transitioned in-person programming to digital formats during the pandemic
-Advocated for underserved communities by executing paid programming to sustain the sponsored admissions program (free admission)
-Led high-quality, engaging free daily programs for children ages 2-7

Board/Commission	Meeting Location	Meeting Schedule
Building Board of Appeals	City Council Chambers	Second Monday of each month at 7 p.m.

This five-member board provides reasonable interpretations of the Building Code [HBMC 15.04.020]

Civil Service Board	City Council Chambers	Third Wednesday of each month at 5 p.m.
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This five-member board serves as the City's Review Board pertaining to personnel functions and Civil Service Rules and Regulations, including review and approval of job specifications and eligibility lists [HBMC 2.76.060-2.76.090].

Parks, Recreation & Community Advisory Commission	City Council Chambers	First Tuesday of each month at 7 p.m.
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This five-member commission serves in an advisory capacity to the City Council in all matters pertaining to the Community Resources Department; cooperates with other governmental agencies and civic groups on the advancement of sound leisure, cultural, social services and educational programming; provides guidance and approvals for City special events; and formulates policies on the services, programs and lease agreements of the Department, subject to approval of the City Council [HBMC 2.28].

Planning Commission	City Council Chambers	Third Tuesday of each month at 7 p.m. (in December meeting is on the second Monday)
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This five-member commission is governed in all respects and performs duties as prescribed by applicable state and local laws. The primary purpose of the Commission is to maintain and enhance the environment of the community, which entails advance or long-range planning (updating of the General Plan and specific elements), current planning (short-range projects), and land use controls (administering to the code and review of all subdivisions and zoning petitions). The Commission serves as an advisory board to the City Council on all matters pertaining to zoning, conditional use permit process, etc. [HBMC 2.32].

Public Works Commission	City Council Chambers	Third Wednesday of odd-numbered months (January, March, May, July, September, and November) at 7 p.m.
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The duties of this five-member commission are to review and make recommendations to the City Council on all capital improvement program projects, assist with developing and updating design guidelines for public improvements and other matters referred to the Commission by the City Council [HBMC 2.80].

Do you foresee any scheduling problems that might cause you to miss meetings? NO

How long have you lived in Hermosa Beach? 3 months

Additional comments:

I recognize that I am newer to Hermosa Beach, but I am committed to building a long-term connection with the community. We plan to stay for at least the next five years and would only consider moving if housing affordability becomes a challenge. Despite my short time here, I am

I have read the roles and responsibilities of the Board/Commission I am applying for. If required, I will submit proof of my voter registration status at the time I submit my application (voterstatus.sos.ca.gov).

I understand a resume must be submitted to the city clerk's office at the time I submit my application to be considered for the position.

Signature: **Frankie Szynskie**
Digitally signed by Frankie Szynskie
Date: 2025.06.04 16:31:34 -07'00'

Date: 6/4/2025

FRANKIE SZYNSKIE

Hermosa Beach, California | [REDACTED] | [REDACTED]

linkedin.com [REDACTED]

PROFESSIONAL SUMMARY

Experienced event professional with 6 years in venue management and high-level event execution in university and non-profit settings. Adept at planning and delivering engaging, high-value events that drive brand loyalty and revenue. Proven ability to manage budgets, coordinate logistics, and enhance guest experiences while fostering community engagement.

KEY SKILLS

- Event Planning and Execution
- Budget Management and Expense Reconciliation
- Advanced Logistical Coordination and Timeline Development
- Proficient in Adobe Suite and Microsoft Office (Outlook, Word, PowerPoint, Teams)

EXPERIENCE

Professional Development and Transition

August 2024 – May 2025

- Provided critical support to family following a personal loss. Handled complex administrative tasks for a sibling with special needs, including Medicaid renewal, Social Security updates, financial transitions, and guardianship filings through the state of Nebraska.
- Managed a cross-country relocation while staying engaged in professional development and creative projects.
- Continued honing design and storytelling skills through Rhode Island School of Design coursework and professional artist contest submissions.
- Managed rental property operations, overseeing financial transactions, tenant coordination, and maintenance scheduling.

Event Manager and Executive Assistant

August 2023 – July 2024

College and Graduate School of Arts and Sciences, Dean's Office, University of Virginia

- Developed the inaugural College of Arts & Sciences investiture event for endowed chairs, including creating artwork for nickel medals used as graduation regalia for years to come. Managed a \$200,000 budget and coordinated 180 attendees, including prominent University donors, President, and Provost.
- Supported the Dean's mission of belonging by creating a monthly hybrid meeting program for faculty and staff.
- Managed venues, audiovisual needs, drafted run-of-show scripts, and liaised with local audiovisual companies to produce professional meetings for 200+ online and 50-75 in-person attendees.
- Established a Pavilion II event program to activate and engage departments throughout the college. Coordinated with local caterers to host cocktail-style or seated dinner events. Hired and trained student assistants and created rules and regulations for the space.
- Produced a training guide outline policies and procedures throughout the College and University.
- Collaborated with a contracted creative director to create communication materials for multiple Arts & Sciences events.

Event and Venue Coordinator

August 2021 – August 2023

Morven, University of Virginia's Sustainability Lab

- Organized all site needs for the 180+ events hosted on the property each year, including facility scheduling, venue walkthroughs, contract production, audiovisual support, and day-of-event execution.
- Managed 10 venue facilities on the 3,000-acre property. Communicated with maintenance on building needs and upcoming space improvement projects. Assisted in research and completion of projects, including the first lactation room on the property and audiovisual technology upgrades in venues.
- Briefed the University of Virginia Foundation on all event rentals and activities. Updated a shared calendar with guest and event logistics.
- Performed all aspects of event planning for public and student events, including developing and monitoring a budget, confirming and managing venue vendors, and ensuring programs are completed day of.
- Generated over \$115,000 in annual revenue for programs department.

EXPERIENCE

Education Manager

June 2019 – August 2021

Virginia Discovery Museum, Charlottesville, VA

- Planned and executed educational programming for children ages 6 months to 8 years, including free drop-in programming, summer and spring break camps, date night drop-off programs, and off-site outreach events.
- Transitioned museum programming during the pandemic by creating educational and digital content for virtual

- programming. Managed zoom calls, technical issues, and multiple cameras for demonstrations.
- Created supply kits for virtual summer camps and other programs.
- Ensured logistics for sign-ups and supplies were completed without error using an online database.
- Designed graphics for educational programs and promotional content for social media platforms.

Events Assistant

August 2018 – June 2019

James Monroe's Highland Museum, Charlottesville, VA

- Managed the full lifecycle of wedding venue rentals, from initial booking and contract negotiation to day-of execution, ensuring a seamless experience for couples while preserving the integrity of the historic property.
- Collaborated with event clients, catering teams, and coordinators during venue walkthroughs and on event days to ensure seamless execution.
- Supported the education department by assisting with school tours and community events, fostering engagement and outreach efforts.
- Led the planning and execution of weddings and public events during a team transition, ensuring continuity and high-quality event experiences.

McGuffey Artist Residency

August 2018 – June 2019

McGuffey Art Center, Charlottesville, VA

- Completed a one-year residency program for emerging artists, gaining access to studio space and professional development opportunities within a collaborative arts community.
- Supported the gallery committee by assisting in exhibition installations, including curating and hanging personal artwork in the studio hallway.
- Participated in the planning and coordination of an annual group exhibition, showcasing original works created during the residency.

EDUCATION

Natural Science Illustration Certificate Program

Expected Fall 2025

Rhode Island School of Design

Summer of Science Illustration

Summer 2023

California State Monterey Bay

- *Paleoart: Illustrating Extinct Animals*
- *Comics for Nature and Science Storytelling*

Bachelor of Arts in Biological and Pre-Medical Illustration

May 2018

Minor in Anthropology

Iowa State University, College of Liberal Arts and Sciences

VOLUNTEER

Certified and Insured Therapy Dog Team

October 2022 – December 2024

Green Dogs Unleashed, Troy, VA

- Certified therapy dog handler for two dogs, having completed over 30 hours of coursework and training visits.
- Experienced in facilitating therapy dog visits across diverse settings, including after-school programs, classrooms, assisted living and memory care facilities, college campuses, emergency response initiatives, and fundraising events for the rescue organization.
- Successfully organized the 'Perfecting Your Pets' therapy dog event in partnership with Jefferson Madison Regional Library and the Tom Tom Festival, welcoming over 70 adults and children to engage with therapy dogs and interactive activities.