

---

# K A T E C O N R O Y

---

## Consulting Services

### Got a Minute?



*Find a relationship with time that doesn't run you ragged.*

#### *Realistic Time Management*

Let's not kid ourselves, time manages us. However, that doesn't mean we can't make the most of each minute...even if we sit still for one or two of them.

### Now What?

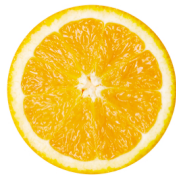
#### *Make Your Vision a Reality*

Develop consensus-building techniques for presenting to funders, boards, and colleagues. If fundraising falls short, realize your vision with the time and budget you have.



*Make a brighter future, no matter what.*

### What ARE You Doing?



*Is the juice worth the squeeze?*

#### *Working Smarter Not Harder*

Eliminate unnecessary work. Develop efficient processes to free up time and reduce frustration. Learn tips for working with frequent interruptions, open offices, or cubical environments.

### So, What's YOUR Problem?

#### *You Are Special*

Each organization has unique challenges. Develop your mission, values, program, and/or project objectives to find and refine the right policies and procedures for your organization.



*No cookie cutter approaches.*

*Conroy offers a complimentary one-hour consultation as an introduction to her services.*

12/07

Consulting Services

*Clients & Partnerships*

- Arts Society of Kingston
- New York State Council on the Arts
- New York Multi-Arts Centers Consortium
- Catskill Art Society\*
- New York University
- Institute for African American Affairs, NYU
- Asian Pacific American Institute, NYU
- JVC Architects
- Data Motion Arts
- Hope Martin Studio
- Broadway Video
- Scholastic
- Catskill Regional Medical Center
- Cobalt Studios
- Village of Liberty
- Health Gap
- Aquent Staffing
- Astraea Foundation
- Markle Foundation
- Miles Associates
- Jack Morton
- MJM Creative Services
- Pfizer
- Xerox
- AT&T
- Merrill Lynch
- Sony
- Good Machine

\**pro bono relationship*

*Executive & Board Support*

- Strategic Planning
- Consensus Building
- Crisis Management
- Executive Searches
- Leadership Transition
- Contract Negotiation

*Development & Operations*

- Program Assessment
- Membership Development
- Capacity Building
- Database Development
- Earned Income Streams
- Email Campaigns
- Foundation Research
- Granting Strategies

*Marketing & Publicity*

- Branded Collateral
- Press Releases
- Video News Releases
- Media Solutions
- Web Development
- Interactive Media

*Workshops & Seminars*

- Time Management
- Interrupted Productivity
- Resource Development
- Program Development
- Mission Articulation
- Values Articulation
- Workplace Efficiencies

*Disciplines & Fields*

- Curatorial Projects
- Fine Arts
- Visual Arts
- Contemporary Arts
- Community Arts
- Film Production
- Video Production
- Animation
- Commercial Art
- Web Development
- Interactive Media
- Essential Marketing
- Essential Public Relations

*Admin Support Training*

- Clerical Necessities
- Basic Bookkeeping
- Realistic Scheduling
- Operations Basics
- Branded Communiqués
- Press Releases
- Media Archiving

*Software Training*

- FileMaker Pro
- QuickBooks
- Now Up-to-Date
- MS Word
- MS Excel
- Email Clients
- Address Books
- Adobe Acrobat
- Skype & Vonage

**Confidentiality • Practicality • Diplomacy • Efficiency • Candor • Results • Levity**