



27 September 2017

**2016-17  
BOARD OF  
DIRECTORS**  
**Officers**

*Linda Fallon*

*President*

*Sally Rugaber*

*Vice President*

*Don George*

*Treasurer*

*June Damanti*

*Secretary*

**Directors**

*Nancy Bell*

*Charlie Brouwer*

*Rhonda Daiber*

*Jason Gallimore*

*Elizabeth Mears*

*Becky Pomponio*

*AnnMarie Radke*

*Pat Shelor*

*Martha Sullivan*

*Barbara von Claparede*

*Joli Ayn Wood*

*Executive Director*

*Jeff Liverman*

**Floyd Center for the Arts**  
220 Parkway Lane South,  
Suite 1, Floyd, VA 24091  
540.745.2784  
1.866.787.8806  
info@floydartcenter.org  
www.floydartcenter.org

Dear \_\_\_\_\_,

It is my pleasure to recommend Leia Wood for the position of Director of Arts & Humanities at the \_\_\_\_\_. Over the past three and a half years I have worked closely with Leia at the Floyd Center for the Arts. I know from experience that she is talented, smart, driven and organized. She is deeply experienced in the visual arts and worked to apply that knowledge to the growth and improvement of the Center.

Leia has a unique skill set allows her to develop, implement, and progress multiple arts programs with diligence and passion. She easily communicated with staff, volunteers and patrons to give appropriate feedback and guidance. Leia managed, sometimes multiple events at once, with thoroughness and attention to detail so that all involved were held accountable for high quality results. As well as collaborated well with other community leaders and cultivated relationships that led to even greater support of the Center. She models adaptability, flexibility and an awareness of sensitive issues to the community.

In addition to her content knowledge and work experience Leia possesses a high level of skill in important technology such as Adobe Creative Suite, Microsoft Office, social media and other forms of digital publication.

If you require more detailed information about Leia's talents and experience please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Liverman", written over a horizontal line.

Jeff Liverman, Executive Director