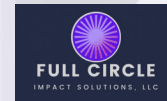# AI in Action – From Experimentation to Strategy
Navigating Creativity, Justice, and Responsibility in the Arts

A Workshop for Levitt Foundation Nonprofit Partners

Facilitated by: Rachel Kimber, Full Circle Impact Solutions

November 13, 2025

Welcome

🧠 Cognitive Scientist

Trained in human decision-making, categorization, and neural networks—foundations of how AI works.

🌍 Nonprofit Executive

20+ years in the social sector, with deep experience navigating power, equity, and organizational systems.

🔭 Technology Futurist

Connector of people and tools—focused on making emerging tech ethical, practical, and human-centered.

Learning Goals

✅ **Explore real nonprofit and cultural use cases** — Understand how peers are using AI for efficiency, creativity, and inclusion.

✅ **Discuss ethical risks and responsible use** — Examine bias, misinformation, job loss, and environmental harm.

✅ **Experiment with prompting** — Practice 1–2 short examples using a shared prompt library.

✅ **Build practical next steps** — Leave with tools and checklists to start (or refine) internal AI guidelines.

Why AI Matters for Levitt Cities

AI can give capacity back to teams so they can focus on artists, communities, and memorable live experiences.

Small teams

Seasonal pressure

Heavy communications workload

Contracting and logistics

Multilingual audiences

Poll: *Where do you see AI showing up in your work (music, outreach, storytelling, data, etc.)?*

Case Study 1

Artist and Event Operations

Solutions:

- Drafting artist agreements
- Front of house checklists
- Stage schedules and set lists

Demo
Generation of a stage schedule or pre-event checklist.

Case Study 2

Social Media & Language Inclusivity

Solutions: Multilingual content creation (English/Spanish captions, inclusive outreach). • Event blurbs • Sponsor thank you text • Press releases

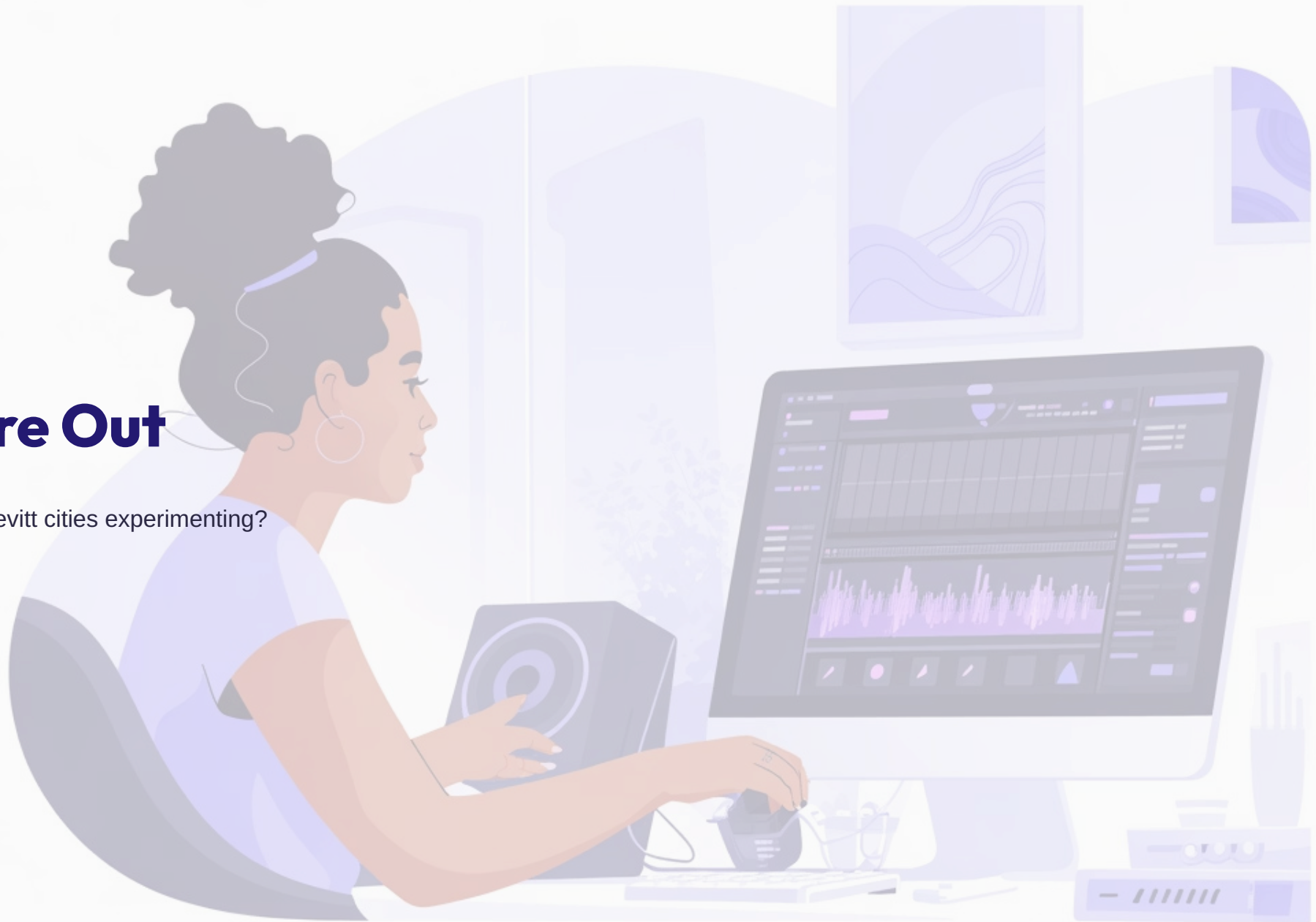Demo: Create an event announcement. Suggest a tone change or length edit.

Case Study 3

AI & Environmental Impact

✓ NotebookLM

Share Out

How are Levitt cities experimenting?

Prompting Practice Breakout

Role	Context	Deliverable
(e.g., "You are a music program director…")	(describe audience, goals, tone)	(e.g., "Write a 100-word social caption")

Format

Break participants into groups or 3-4

Each group gets a scenario - PROMPT LIBRARY LINK

Prompt: You are a concert promoter. Write a bilingual caption inviting families to a free outdoor show featuring local youth musicians

⊘ Regroup for a short share-out.

Policy & Practice Foundations

Transparency

Disclose when AI is used.

Consent

Get permission before using data or likeness.

Fairness

Avoid replicating bias in datasets.

Accountability

Assign a team AI steward or ethics reviewer.

⊘ **Readiness Checklists** for discussion

⊘ **Ethical AI Checklist** to assess

Want to Try This at Your Organization?

Choose one low-risk task

Start small and specific

Invite your team

Collaborative conversation

Create "AI Values Circle"

How do we want AI to align with our values, mission, and the communities we serve?

Document lessons learned

Build organizational knowledge

Key Takeaways

Start with **Bicycle** workflows that multiply your impact on routine tasks

Always check the **Mirror** for bias and representation issues

Supervise like an **Intern** with clear guidelines and verification

Build **Bridges** that center equity and accessibility

Closing Reflection

"One insight or commitment you're taking away?"

Resources

- NTEN AI Resource **Hub**
- Prompt Library
- Culture Readiness Worksheet
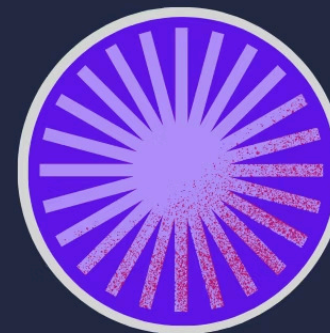
Thank You

Feedback Welcome!

📲 **Visit:** **https://forms.gle/9Z6fm9XMJ5eCtDyY8** (9/25)

👩🏽‍💻 **Contact**

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