

Arts Commission 2019 - WORK PLAN

Mission Statement: The charge of the Federal Way Arts Commission is to develop a community where cultural heritage is valued and the Arts are alive!

Committee/Project	Summary/Objectives	Commission Tasks	Who	When	Status
Public Art Committee Committee Chair:	1. A. Maintain City Hall and Knutzen Family Theatre Exhibits and Café Tables Display at FWCC. 1. B. Featured artist at the Blue Poppy Day will be given exhibit space in a gallery. 1. C. Arts Alive Juror's Choice winner will be given exhibit space in a gallery.	a. Distribute gallery applications, select artists, and install exhibits. b. City Hall, DBC gallery 3 or more exhibits. c. Assist with Historical Society exhibits, as needed. d. Update Café tables.	Vickie C. – Gallery + HS Melissa P. – Café Tables	Ongoing	
	2. Partner with the Court to offer a student art contest. Judges need to be present at the Council meeting to meet and award the winners.	a. Assist with development of criteria for entry and selection. b. Assist with distribution of marketing materials. c. Assist with jury of entries. d. Attend and assist with reception.	Karen B, Dan, Jim	January-March March-June	
	3. Sponsor Arts Alive Arts Juried Art Show	Re-format the Arts Alive Exhibition and reception. Update the application forms. Assist w/take-in, hanging, and reception.	Vickie, Mary B., Alyson, Iveta	Sept-Dec	
	4. Public Art Maintenance	Establish an on-going maintenance program for the permanent collection.	Jim, Mary,	Ongoing	
	5. Sponsor Piano in the Park	Implement program: obtain piano, arrange piano painting, schedule performances, promote, relocate piano at season's end.	Vickie, Dan,	Summer	
	6. Traffic Graffics	The city has over 1,500 utility boxes and many of them are located in highly visible areas. Working to install vinyl artwork on every box. 2 Boxes for 2019	Mary B., Dan, Melissa P.	Ongoing	
Cultural Outreach Committee Committee Chair:	2. Develop a relationship/visibility w/business community (i.e. branding).	Organize chamber attendance, distribute promotional materials	Vickie, Jim, Karen	Ongoing	
	3. Social Media and Website to promote ongoing Arts Commission's programs	Update city a/c webpage and FB page; write press releases (must be approved by Comm. Director prior to sending)	Dan, Vickie, Alyson	Ongoing	
	4. Actively search for grant funding	Begin research and apply for grant funding	Joslyn, Iveta	Ongoing	
	5. Partner with School District as art is brought to Federal Way, with emphasis on multi-cultural diversity	a. Begin outreach. Assess desire to display artwork in public areas b. Meet/develop relationship with FWSP individual schools and faculty	Dan H., Jim S.,	Ongoing	

Programs Committee Committee Chair:	1. Develop Cultural Arts Opportunities at RWBF.	a. Organize artists in action and arts activities and interactive art areas b. Explore possible collaboration with Youth Commission c. Sponsor (grant from 4-Culture) performance stage	All (Melissa-lead)	Feb-July	
	2. Manage Contract For Services Program	a. Review application guidelines b. Move toward online application process	Staff, Karen, Dan	June-Aug	
	3. Sponsor Outdoor Summer Concert Series	a. Sponsor Summer Sounds concerts b. Attend concerts as a group c. Guest emcee; speak on arts programs	Alyson, Melissa	July-Aug	
	4. Partner with the Rhododendron Garden for Blue Poppy Day.	a. Staff booth b. Work with artists to set up photograph or sculpture gallery for duration of event c. Develop event specific sponsors d. Coordinate performing schedule	Vickie	May	
	5. Sponsor Tree Lighting	Tree Lighting support through volunteer and budget	Alyson, Mary B.	December	
Special Projects	1. Comparative Review of other City's Arts Programming and Arts Commission Activities and Cultural Plan	a. Research and compare cultural plan of other cities b. Research possible update of cultural plan c. Work to incorporate with City/Council's strategic plan	Jim, Alyson, Dan	Ongoing	
	2. Commissioner Education	Share or plan visits to arts and multi-cultural activities as a group.	Vickie	Ongoing	
	3. Sponsor Shakespeare in the Park	Research and plan/schedule performances; promote and assist at event(s)	Alyson	Summer	
	4. PAEC* Art Exhibition 2019		Iveta		

Staff Responsibilities: Coordinate agendas with Arts Commission Chair and distribute; prepare monthly minutes for commission meeting; coordinate new commissioner orientation and annual retreat; assist the commission w/development of marketing materials; maintain website; contract management; assist the Arts Commission Chair with development of bi-annual budget.