



# Arts Commission 2017 - 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
<b>Public Art Committee</b>  <b>Committee Chair:</b>	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.	Fran, Mary T.	July-Nov  Ongoing  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. (Questions for judges: still needed, previous winning art, expand criteria to emphasize diversity)	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.	Jim, Mary B., Tina	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, Fran, Mary B.	Sept-Dec	
	4. Public Art Maintenance	Establish an on-going maintenance program for the permanent collection.	Mary B., Mary T.	Ongoing	
	5. Sponsor Piano in the Park	Explore program requirements and implementation during summer months.	Dan	Summer	
	6. Sponsor Crosswalk Art	Work with staff on crosswalk art criteria and implementation.	Gary	Ongoing	
<b>Cultural Outreach Committee</b>  <b>Committee Chair:</b>	1. Publish Arts Commission news and calendar in recreation brochure	a. Collect information, write copy b. Online Newsletter for website	Mary T.	Ongoing	
	2. Develop a relationship/visibility w/business community.	Organize chamber attendance, distribute promotional materials	Tina	Ongoing	
	3. Social Media and Website (City's site and FB page) to promote ongoing Arts Commission's programs	Update city arts commission webpage; work w/staff on FB page posting criteria; write press releases, have them OK'd by Media Director & establish media relationships. Chair will update council.	Dan, Dana, Mary T., Gary, Tina	Ongoing	
	4. Actively search for grant funding	Begin research and apply for grant funding	Dan	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	Gary, Tina, Jim, Dan, Dana	Ongoing	

<b>Programs Committee</b>  <b>Committee Chair:</b>	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	Tina, Vickie, Fran, Dana, Jim, Staff	Feb-July	
	2. Manage Contract For Services Program	a. Review application guidelines	Staff, Vickie, Jim, 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	Staff, Tina, Dana	July-Aug	
	4. Partner with the Rhododendron Garden for Blue Poppy Day.	a. Staff booth at this 1 weekend event b. Work with artists to set up photograph or sculpture gallery for duration of event c. Develop event specific sponsors d. Coordinate performing schedule	Gary, Vickie, Fran	May	
	5. Ongoing Events	RWBF – Tree Lighting Support through volunteer and budget	Mary T., Mary B.	July - December	
<b>Special Projects</b>	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. Update cultural plan c. Work to incorporate with City/Council's strategic plan	Tina Jim Vickie	Ongoing	
	2. Commissioner Education	Share or plan visits to arts and multi-cultural activities as a group.	Mary T	Ongoing	
	3. Mini-Mural Utility Box Art Project	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.	Gary, Fran, Mary B., Dan	Ongoing	

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.