

# Arts Commission 2018 - 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>        | 1. A. Maintain City Hall and Knutzen Family Theatre Exhibits and Café Tables Display at FWCC.<br>1. B. Featured artist at the Blue Poppy Day will be given exhibit space in a gallery.<br>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.<br>b. City Hall, DBC gallery 3 or more exhibits.<br>c. Assist with Historical Society exhibits, as needed.<br>d. Update Café tables. | Fran, Mary T., Dan                   | 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.<br>b. Assist with distribution of marketing materials.<br>c. Assist with jury of entries.<br>d. Attend and assist with reception.              | Jim, Mary B., Tina, Dan              | January-March<br>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., Alyson, Iveta | 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   | Implement program: obtain piano, arrange piano painting, schedule performances, promote, relocate piano at season's end.   | Dan, Dana                            | Summer                      |        |
|                                    | 6. 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                     |        |
| <b>Cultural Outreach Committee</b> | 1. Publish Arts Commission news and calendar in recreation brochure  | a. Collect information, write copy<br>b. Online Newsletter for website   | Mary T.                              | Ongoing                     |        |
|                                    | 2. Develop a relationship/visibility w/business community (i.e. branding).   | Organize chamber attendance, distribute promotional materials  | Tina, Gary, Dana, Alyson             | 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 Media Director prior to sending)  | Dan, Dana, Mary T., Gary, Tina       | Ongoing                     |        |
|                                    | 4. Actively search for grant funding   | Begin research and apply for grant funding   | Dan, Dana                            | 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<br>b. Meet/develop relationship with FWSP individual schools and faculty   | Gary, Tina, Jim, Dan, Dana           | Ongoing                     |        |

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| <b>Programs Committee</b><br><br><b>Committee Chair:</b> | 1. Develop Cultural Arts Opportunities at RWBF.   | a. Organize artists in action and arts activities and interactive art areas<br>b. Explore possible collaboration with Youth Commission<br>c. Sponsor (grant from 4-Culture) performance stage | All (Tina – lead)       | 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<br>b. Attend concerts as a group<br>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<br>b. Work with artists to set up photograph or sculpture gallery for duration of event<br>c. Develop event specific sponsors<br>d. Coordinate performing schedule             | Dana, Vickie, Fran      | May      |  |
|  | 5. Sponsor Tree Lighting  | Tree Lighting support through volunteer and budget  | Mary T., Mary B.        | 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<br>b. Research possible update of cultural plan<br>c. Work to incorporate with City/Council's strategic plan                            | Tina, Jim, Vickie, Dan  | Ongoing  |  |
|  | 2. Commissioner Education   | Share or plan visits to arts and multi-cultural activities as a group.  | Mary T.                 | Ongoing  |  |
|  | 3. Sponsor Shakespeare in the Park  | Research and plan/schedule performances; promote and assist at event(s)   | Dana, Gary, Alyson      | Summer   |  |
|  | 4. Hachinohe, JP Photo Gallery Project  | Research/locate appropriate gallery venue; coordinate photos collection; display and/or communicate w/Hachinohe coordinator   | Dan, Vickie, Gary       | 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.