

Arts Commission 2015 - DRAFT - 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. 1b. Featured artist at the Blue poppy day will be given exhibit space in a gallery.	1.a. Distribute gallery applications, select artists, install exhibits b. Submit artist/exhibit information to press-request artists provide digital photos of their work for promotional purposes c. City Hall, grates & DBC gallery 3 or more exhibits. D. Update Café' Tables	Fran Mary T. Vickie	July-Nov Ongoing Ongoing	
	2. Partner with the Court to offer a student Art Show. Judges need to pay the award fee and be present at the Council meeting to meet the winners,	2.a. Assist w/development of criteria for entry and selection c. Assist w/ distribution of marketing materials. b. Assist w/Jury of entries.	Mary T. Mary B. Jim	Jan-March March-June	
	3. Sponsor Arts Alive in the Arts Juried Art Show.	3. Re-format the Arts Alive Exhibition and Reception. Update the application forms	Tina All	Sept-Dec	
	4. <i>Public Art Maintenance</i>	4. Establish an on-going maintenance program for the permanent collection	Matt All	Jan-March Sept-Nov	
	5. <i>Commission artwork for the Federal Way Community Center curved wall.</i>	5. a. Finalize budget, RFP for artwork review submittals, select artist b. Contract w/Artist, Installation	Tina Vickie	March-July	
	6. Sculpture Garden/ include the Arts Commission in Parks Dept memo about art changes	6. Work with Staff to vote on sculptures to rotate in every six months	Fran	Ongoing	
Cultural Outreach Committee Committee Chair:	1. Publish bi-annual Arts Commission Newsletter	1. a. Collect information, write copy, Newsletter, distribute in community b. <i>Online Newsletter</i>	Mary	Feb & Aug Feb	
	2. Promote on-going Arts Commission programs	2. Write press releases, have them OK'd by Media Director & establish media relationships. Chair will update council.	Matt	Ongoing	
	3. Develop a relationship/visibility w/business community.	3. Organize chamber attendance, distribute promotional materials	Matt	Ongoing	
	4. Internet websites.	4.a. Update city arts commission webpage, check TV Commissioner list	Matt/Jim	Ongoing	
	5. Actively search for grant funding	5. a. Commission will assign 2 members to begin research	??	Ongoing	

	6. Partner with School District as art is brought to Federal Way	6. a. Begin outreach. Assess desire to display artwork in public areas	Gary, Matt, Jim	Ongoing	
Programs Committee	1. Develop Cultural Arts Opportunities at RWBF.	1. a. Organize artists in action and arts activities and interactive dance areas b. Explore possible collaboration with Diversity Commission c. Sponsor (grant from 4-Culture) performance stage		Feb-July	
	2. Manage Contract For Services Program	2. Provide a workshop for applicants to clarify application, review & revise	Staff	Sept-Oct	
	3. Sponsor Outdoor Summer Concert Series	3. Sponsor Summer Sounds on Beach	Staff	July-Aug	
	4. Partner with the Rhododendron Garden for Blue Poppy Day.	4. a. 1 night/weekend event b. Work with artists to set up photograph or sculpture gallery for duration of event C, Develop event specific sponsors	Gary	May	
	6. Ongoing Events	6. RWBF – Tree Lighting Support through volunteer and budget		March-June	
	1. <i>Comparative Review of other City's Arts Programming and Arts Commission Activities</i>	Objective is to understand the regional artistic landscape, compare community investment, current and planned resources, and to seek opportunities for coordination and program ideas.	Tina Jim Vickie	March - June	
Special Projects	2. <i>Cultural Plan Update</i>	2. a. Develop and submit RFP, select consultants b. Assist w/plan development c. Commission/Council Approval of Plan		June-Sept Oct-April May	
	3. <i>Commissioner Education</i>	3. Visit Two Ravens Foundry in Tacoma to observe an arts foundry in operation		March - June	
	4. <i>Mini-Mural Utility Box Art Project</i>	The city has over 1,500 utility boxes and many of them are located in highly visible areas.	Gary	March - Sept	

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.