



Arts Commission 2016 - 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.	a. Distribute gallery applications, select artists, and install exhibits. b. Submit artist/exhibit information to press-request artists provide digital photos of their work for promotional purposes. c. City Hall, DBC gallery 3 or more exhibits. 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 pay the award fee and be present at the Council meeting to meet 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.	Jim, Mary B., Gary	January-March March-June	
	3. Sponsor Arts Alive in the Arts Juried Art Show	Re-format the Arts Alive Exhibition and Reception. Update the application forms	Vickie, Fran	Sept-Dec	
	4. Public Art Maintenance	Establish an on-going maintenance program for the permanent collection	Vickie	Ongoing	
	5. Performing Arts & Events Center Public Art Community Committee	Provide advocacy and direction for public art component of the PAEC.	Tina, Vickie, Gary	Ongoing thru Summer 2017	
	6. Sculpture Garden - include Arts Commission in Parks Dept memo about art changes	Work with staff to vote on sculptures to rotate in every six months	Fran	Ongoing	
Cultural Outreach Committee Committee Chair:	1. Publish Arts Commission news and calendar in recreation brochure	a. Collect information, write copy b. Online Newsletter	Mary T.	Ongoing	
	2. Promote on-going Arts Commission programs	Write press releases, have them OK'd by Media Director & establish media relationships. Chair will update council.	Tina	Ongoing	
	3. Develop a relationship/visibility w/business community.	Organize chamber attendance, distribute promotional materials	Tina	Ongoing	
	4. Internet websites (City's site and FB page)	Update city arts commission webpage, check TV Commissioner list	Gary, Jim, Tina	Ongoing	
	5. Actively search for grant funding	Begin research and apply for grant funding	Dan	Ongoing	
	6. Partner with School District as art is brought to Federal Way	a. Begin outreach. Assess desire to display artwork in public areas b. Meet/develop relationship with FWSP superintendent and school board	Gary, Tina, Jim, Dan	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	Staff Arts Tent: Tina, Vickie, Fran, Gary	Feb-July	
	2. Manage Contract For Services Program	a. Review application guidelines b. Provide a workshop for applicants to clarify application, review & revise	Staff, Vickie, Jim, Dan	Sept-Oct	
	3. Sponsor Outdoor Summer Concert Series	Sponsor Summer Sounds concerts – group picnic at concert(s)	Staff, Tina	July-Aug	
	4. Partner with the Rhododendron Garden for Blue Poppy Day.	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, Vickie, Fran	May	
	5. Ongoing Events	RWBF – Tree Lighting Support through volunteer and budget	Vickie, Mary B.	July - 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. Update cultural plan c. Work to incorporate with City/Council's strategic plan	Tina Jim Vickie	Ongoing	
	2. Commissioner Education	3. Quarterly visits to art-related 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.	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.