



Arts Commission 2024 - 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
Public Art Committee Committee Chair:	1. A. Maintain PAEC and Knutzen Family Theatre Exhibits	a. Distribute gallery applications, select artists, and install exhibits. b. PAEC, DBC gallery 3 or more exhibits. c. Assist with Historical Society exhibits, as needed.	Vickie – Gallery + HS	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.	Vickie	January-March March-June
	3. Sponsor Arts Alive Arts Juried Art Show	Update the application forms. Assist w/take-in, hanging, and reception. Be sure to schedule reception with city council meeting to be 1 month after hanging to ensure time for judging.	ALL	Sept-December
	4. 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. 1 Box for 2023. Attempt to add to CallforEntry.com	Jan + Vickie	Ongoing
Cultural Outreach Committee Committee Chair:	1. 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). PIN posts important at the top Research getting on IG	Vickie, Staff	Ongoing
	3. Manage Contract For Services Program	a. Review application guidelines b. Move toward online application process *Fix Government funding number glitch from application for 2025 prior to August	Staff, Karen, Jan	June-Aug

Programs Committee Committee Chair:	3. Sponsor Outdoor Summer Concert Series + Theater in the Park Program (Wednesday)	a. Sponsor Summer Sounds concerts b. Attend concerts as a group c. Guest emcee; speak on arts programs	Vickie	July-Aug
	5. Sponsor Arts Explosion at the PAEC May 31-June 2, 2024	a. Coordinate call for artists b. Develop event specific sponsors c. Work with artists to secure their artwork d. Coordinate schedule of the weekend e. secure PAEC event space for first weekend in June f. Assist with setting up walls for event g. Continue relationship with Kiwanis Foundation h. Secure jurors for juried portion of show i. Reception on Friday j. Hang winning artwork at Library after for a duration of time k. be in attendance for taking in artwork l. Cassie to determine food truck for event	Karen, Kenny, Iveta	January - June
	6. Sponsor Tree Lighting	Tree Lighting support through volunteer and budget a. Hot chocolate serving b. logo'ed cookies	ALL who can	December
	7. Red White and Blues Arts Tent	a. Coordinate and help facilitate art projects	ALL Hands on Deck	July 4th
Special Projects	3. Develop a scholarship for at risk Youth/Young Adults for mural art projects	,a. Develop a plan that outlines what the criteria would be for a project	Karen / Jan	Summer
	4. Asphalt Art - Bloomberg	a. Research Feasibility	Karen / Jan	Ongoing
	5. Co-op Space – Dumas?	a. Have an art co-op/space to make art	ALL	Ongoing
	6. Library Maker Space?	a. Ask to come present and explain what they have to offer	ALL	
	7. Sound Transit Art Discussion	a. Be engaged with ST to be in the loop on what art is happening surrounding FW Station	ALL	

	8. Joint commission(s) Quarterly meeting	a. Get each commission together once quarterly to share ideas and resources	ALL	
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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.