



POSITION DESCRIPTION

EDMONDS ARTS COMMISSIONER

The Edmonds Arts Commission is composed of seven Edmonds residents selected for their background, expertise, and experience on boards and commissions. Per ordinance, four members of the Commission "shall be involved in the instruction or otherwise professionally engaged in the visual and/or performing arts." The Commission attempts to keep a balance of members representing visual, literary and performing arts. Candidates are interviewed by the Nominating Committee, appointed by the Mayor and approved by City Council to:

- Represent the City's interest in art matters
- Provide information and assistance to artists and arts organizations
- Present and encourage programs for the cultural enrichment of Edmonds citizens
- Strengthen existing arts organizations and develop cooperation with schools, regional and national art organizations
- Explore ways and methods of promoting and funding arts in the community
- Oversee staff facilitated process to review and recommend artwork acquired for the Public Art Collection

Duties and Responsibilities Include:

- Attend EAC meetings at 6 PM on the first Monday of each month
- Participate in program committee meetings as needed, one a month on average, and attend City Council meetings when EAC is on the agenda
- Assume responsibility in at least one program area: literary, visual, and performing arts programming; arts assistance; youth arts; cultural planning; community involvement and funding (all Commissioners are expected to assist with the annual writers' conference held the first weekend in October)
- Serve as volunteer to execute at least one project/program of the Commission
- Act as ambassador to local arts groups
- Act as arts advocate in the community
- Recommend public policy and programs related to the cultural life of the City of Edmonds
- Keep current on local, regional, and national issues affecting the arts.

Appropriate Skills and Experience:

- Demonstrated knowledge of and contributions to the community and/or the arts
- Interest, education and /or experience in the visual, literary or performing arts (professional experience is required for some openings)
- Ability to make presentations to City Council and to citizen groups
- Demonstrated ability to work effectively with volunteers and committees
- Ability to identify and secure resources
- Applicant must be an **Edmonds resident**.

Time Commitment:

- Commissioners donate an estimated average of 8-12 hours per month. Time commitment may vary depending on committee/project assignment, and time of year. All Commissioners are expected to work on the larger programs such as Write on the Sound.

Application Deadline:

- Please send an application form, letter of interest and professional resume to Nominations, Edmonds Arts Commission, 700 Main St, Edmonds WA 98020 by **Tuesday, November 29, 2016**.