



## **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 and recommend public policy and programs related to the cultural life of the community
- 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 4:30 PM on the first Monday of each month (via Zoom until further notice)
- Participate in program committee meetings as needed, attend City Council meetings when EAC is on the agenda, and help implement programs
- Assume responsibility in at least one program area: literary, visual, and performing arts programming; arts assistance; youth arts; cultural planning; community involvement and funding
- Act as ambassador to local arts groups
- Act as arts advocate in the community
- 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, depending on projects. All Commissioners are expected to assist with Write on the Sound the first weekend in October.

### **Application Deadline:**

- Please send /email application form, letter of interest and resume to Nominations, Edmonds Arts Commission, 700 Main St, Edmonds WA 98020 by **November 23, 2021**
- Application form: [www.edmondsartscommission.org](http://www.edmondsartscommission.org) listed under Opportunities.



# City of Edmonds

## Citizen Board & Commission Application



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (day) \_\_\_\_\_

(Street address /zip code)

Length of residence in Edmonds \_\_\_\_\_ Phone (eve) \_\_\_\_\_

Email \_\_\_\_\_

Occupational status and background \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Organizational affiliations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why are you seeking this appointment? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What skills and knowledge do you have to meet the selection criteria? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

**Please attach:**

**1) a letter of interest**

**2) a resume and return all to:**

[eac@edmondswa.gov](mailto:eac@edmondswa.gov) by Nov 23, 2021

Or Mail, received by **Nov 23, 2021:**

Edmonds Arts Commission Nominations, 700 Main Street, Edmonds WA 98020

Contact information: 425-771-0228 | [eac@edmondswa.gov](mailto:eac@edmondswa.gov) | [www.edmondsartscommission.org](http://www.edmondsartscommission.org)