

## City of Edmonds Media Release

Cultural Services / Community, Culture and Economic Development Dept  
700 Main St. Edmonds, WA 98020

***FOR IMMEDIATE RELEASE: January 22, 2024***

To: Media

Contact: Frances Chapin | frances.chapin@edmondswa.gov | 425-771-0228

### **CITY OF EDMONDS ARTS COMMISSION SEEKS EDMONDS RESIDENT WITH AN ARTS BACKGROUND FOR VACANT POSITION**

(EDMONDS WA) Due to a recent vacancy, the City of Edmonds Arts Commission (EAC) has a partial term opening for an Edmonds resident with a professional background in the arts. The Commission is particularly interested in applicants with a background in literary or literary related performing arts. A person appointed to this position will have the opportunity to request an appointment to a subsequent 4-year term. The deadline to submit an application is Wednesday, February 21, 2024.

The Arts Commission is made up of seven members who serve staggered 4-year terms. By ordinance, four of these positions must be filled by people professionally engaged in the arts. The current opening is for a person with a background in the arts and a passion and interest in working with the cultural arts community.

Established in 1975, the Commission is charged by City Ordinance with “promoting the arts as an integral part of the community.” The EAC’s core programs include Public Art and Rotating Visual Art Exhibits, Write on the Sound writers’ conference, Summer Concerts in the Parks, Poet’s Perspective, Cultural Tourism promotion award program, and Community Cultural Planning. The Commission meets the first Monday of each month at 5:30pm.

An individual desiring this appointment must be an Edmonds resident with an Edmonds address, and be willing to attend monthly meetings, and invest the time required for “hands-on” involvement in programs and events.

[MORE]

The City of Edmonds embraces diversity and the EAC is committed to building an inclusive team that represents a variety of backgrounds, perspectives, and skills.

The application and position description are available online. Applicants should submit their application form, a resume and a letter of interest by email to: [eac@edmondswa.gov](mailto:eac@edmondswa.gov) . Applications can be mailed to: EAC Nominations, 700 Main Street, Edmonds WA 98020. The deadline for applications to be received is February 21, 2024. For more information email [frances.chapin@edmondswa.gov](mailto:frances.chapin@edmondswa.gov).

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## **CITY OF EDMONDS ARTS COMMISSION POSITION DESCRIPTION**

The Edmonds Arts Commission (EAC) is composed of seven Edmonds residents selected for their background, expertise, and experience. 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. A full term appointment is for four years.

Candidates are interviewed by the EAC Nominating Committee, interviewed and appointed by the Mayor, and approved by City Council.

### **Working closely with Cultural Services staff, the Commissioners participate in EAC activities and programs 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.
- Reinforce 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.
- Review and recommend artwork acquired for the Public Art Collection.

### **Duties and Responsibilities Include:**

- Attend EAC meetings at 5:30 PM on the first Monday of each month.
- 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 and serve on various committees as needed such as the Creative District Advisory Committee.
- 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 is required to be a resident of the City of Edmonds.**

### **Time Commitment:**

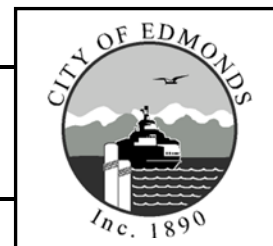
Commissioners donate an estimated average of 8-12 hours per month, depending on projects. All Commissioners are expected to assist in-person with summer concerts in the parks and with volunteer duties for Write on the Sound writers’ conference during the first weekend in October. All Commissioners are expected to participate in the Community Cultural Plan update, conducted every 6-8 years.

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# Citizen Board and Commission Application

*NOTE: This form is a public record and may be subject to disclosure upon request*

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## EDMONDS ARTS COMMISSION

**First and Last Name:**

**Date:**

**Residential Street Address:**

**Zip Code:**

**Primary Phone:**

**E-mail:**

**Occupational status and background:**

**Organizational affiliations:**

**Why are you seeking this appointment?**

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

**Please list any other Board, Commission, Committee, or official positions you currently hold, or have held with the City of Edmonds:**

Please return this completed form with a resume and cover letter by posted deadline in position announcement to:

**Mail/Drop Off:**

Edmonds Arts Commission  
700 Main Street | Edmonds WA 98020

**Email:**

eac@edmondswa.gov

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*Signature*