



## **Arts Commissioner Job Description**

### **Summary**

The Lynnwood Arts Commission is made up of seven volunteer members, who are registered voters in the City of Lynnwood. They advise city leadership on arts issues. They play an active role in advocating for the cultural arts including the performing, visual and literary arts. They also take on the work of marketing and fund-raising for programs. They are expected to have knowledge of the local and regional arts community. They serve a three-year term and are appointed by the Mayor, with the approval of City Council.

Thanks to the work of past and present Arts Commissioners, the City has built a thriving arts program including public art, gallery, four free performance series through the year, and arts classes at the Recreation Center. In addition, the Commission helps to develop partnerships with Edmonds School District, organizations and individuals. The Arts Commission meets monthly on the second Tuesday evening of each month in Council Chambers and also goes on an annual retreat in the summer.

### **Essential Job Functions**

- ◆ Advocate for the arts in Lynnwood.
- ◆ Represent the city as an arts official.
- ◆ Recommend art policies and procedures to city leadership.
- ◆ Recommend public art projects and artists to city leadership.
- ◆ Jury Library Gallery monthly exhibits.
- ◆ Keep up-to-date with the local and regional arts community.
- ◆ Participate in monthly meetings and annual retreat.
- ◆ Attend city sponsored cultural arts events.
- ◆ Serve on Commission sub-committees.
- ◆ Serve on public art juries.
- ◆ Serve as member elected officer.
- ◆ Serve as advisor in the arts for other city boards and commissions.
- ◆ Marketing and fund-raising for programs.

CITY OF LYNNWOOD  
ARTS COMMISSION APPLICATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Thank you for your interest in serving on the Lynnwood Arts Commission. Commissioners, who must be registered voters in the City of Lynnwood, fill three year terms on this Mayor-appointed advisory committee. To help us get to know you and your interests in the arts please answer the following questions and attach a resume, if available. Please return your application to Lynnwood Arts Commission, P.O. Box 5008, Lynnwood, WA 98046-5008. Or email [fwong@ci.lynnwood.wa.us](mailto:fwong@ci.lynnwood.wa.us)

I am a registered voter in the City of Lynnwood?      Yes

1.     Why do you want to serve in this position?
2.     What do you perceive is the role of the arts in the community?
3.     How would you represent the interests of the community on the Arts Commission?
4.     What strengths/expertise/special skills would you bring to the Arts Commission?
5.     What is your arts background?
6.     Please describe your previous community service and volunteer experiences?
7.     Please list accomplishments of which you are proud or attach a resume.
8.     Anything else you would like to tell us?