



CITY OF TUALATIN
VOLUNTEER ASSIGNMENT DESCRIPTION
TUALATIN ARTS ADVISORY COMMITTEE

ASSIGNMENT TITLE	Tualatin Arts Advisory Committee Member
GOAL/ PURPOSE	The goal of the Tualatin Arts Advisory Committee is to encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection.
SUPERVISION	Kelsey Lewis, Program Coordinator kewis@ci.tualatin.or.us 503.691.3062
TIME COMMITMENT	The committee meets on the third Tuesday of each month at 6:30 p.m. in Council Chambers. Meetings require about 1.5-2 hours, plus additional preparation time. Depending on activities planned throughout the year, each member can expect to contribute 1-2 additional hours per month. Members serve a three-year term.
DUTIES	<ul style="list-style-type: none">• Make recommendations to the City Council regarding all matters involving public arts and the cultural development of the City;• Prepare, recommend, and implement policies, upon approval by the City Council, for the selection, placement, maintenance and preservation of public art work and programs;• Prepare, recommend, and, upon approval by the City Council, implement policies for proposed gifts, exhibitions, and loans of artwork to the City, for deaccessioning materials, and for handling citizen concerns;• Develop, recommend, and implement upon approval by the City Council, a long range plan for the development of a public arts program for the City which shall be reviewed annually before the budget cycle of the City;• Establish a review policy to assess the collection of public art;• Explore and recommend funding sources to support the arts program;• Provide assistance to activities and organizations in the community which provide art programs; and• Encourage, sponsor, co-sponsor or conduct public programs to further the development and public awareness of the arts.
QUALIFICATIONS	<ul style="list-style-type: none">• At least five committee members shall reside within the City of Tualatin. No more than two shall reside outside the City.• One committee member may be less than 18 years of age. A member who is appointed under this provision shall serve a one-year term that may be renewed for one additional year.• At least two members shall have arts professional backgrounds.
TRAINING	Training will be conducted by the committee staff liaison. An orientation meeting will occur following your committee appointment. Other training will be provided on an as-needed basis.
BENEFITS	This opportunity will allow you enrich your life through the arts by assisting with the growth of art in our community.