

## Scope of Work Arlington Community Arts Advisory Committee

For FY 2021 budget preparation, the County Board provided [guidance](#) to the County Manager to develop a [transition](#) plan for Arlington Community Arts Programs. The County Board asked for a proposed scope of work for the development of alternative management and service delivery models for arts-supporting services (specifically the CostumeLab, Scenic Studio and Mobile Stage) and, in partnership with Arlington Public Schools, a new scheduling process for joint-use theater space.

**Responsibility:** The Community Arts Advisory Committee (Advisory Committee), appointed by the County Manager, will lead this effort to develop alternative business models for Scenic Studio, CostumeLab and Mobile Stage and to recommend a new scheduling process for joint-use theater space.

**Charge:** Drawing on the recently-completed strategic plan of the Arlington Commission for the Arts, [Enriching Lives: Arlington Art and Cultural Strategy](#) (2017), as well as the [Framework for Arlington's Cultural Spaces](#) (2018) adopted by the Commission, the responsibilities of the Advisory Committee shall include the following elements:

- Catalogue public and private arts services in Arlington and the region to include audio-visual services, costumes and scenery construction;
- Develop and analyze alternative management and service delivery proposals and funding sources for Scenic Studio, CostumeLab and Mobile Stage operations including a proposed transition for future operations;
- Evaluate and propose public-private partnerships for audio-visual services, costumes and scenery construction;
- Develop a new scheduling process for joint-use theater space in partnership with Arlington Public Schools.

**Membership:** The Advisory Committee shall consist of 15 members who are either current or past users of Cultural Affairs' CostumeLab, Scenic Studio, Mobile Stage services or who are representatives of community organizations that have significant interest in the provision of these services. Appointed members are as follows:

Chair: Anika Kwinana, Arlington Commission for the Arts

Direct Stakeholders:

- Sara Duke, Encore Stage & Studio [Scenic Studio, CostumeLab]
- Tom Prewitt, WSC/Avant Bard [Scenic Studio, CostumeLab]
- Matthew Randall, Dominion Stage [Scenic Studio, Costume Lab]
- Steven Yates, The Arlington Players [Scenic Studio, CostumeLab]
- Jane Franklin, Jane Franklin Dance [Scenic Studio]
- Pryalal Karmakar, Prio Bangla [Mobile Stage]
- Kat Williams, Animal Welfare League [Mobile Stage]
- Maggie Boland, Signature Theatre [CostumeLab]
- Amy McWilliams, CPRO [Mobile Stage]

Others:

- Pam Farrell, Supervisor of Arts Education, Arlington Public Schools
- Leslie Peterson, Assistant Superintendent of Finance and Management Services, Arlington Public Schools
- Carol Cadby, Yorktown HS drama teacher, Arlington Public Schools
- Janet Kopenhaver, Embracing Arlington Arts Board
- Alex Bryce, Actor and Theater Tech
- Yasmina Mansour and Ava Boston, Teen Network Board

**Anticipated Commitment Level:** Meetings will be held monthly or otherwise as determined by the group and will be called by the Chair. In addition, members will be asked to work with the consultant individually or in small groups to answer questions and propose specific alternatives.

**Staffing:** Project Manager Jill Hunger (AED) and Consultant Richard Brewster (Nonprofit Leadership) will work with the Chair to facilitate the meetings and work of the Advisory Committee.

**Deliverables:** The final products of the Advisory Committee will be two (2) to four (4) fully analyzed alternative scenarios (models) and proposed implementation plan for review and consideration by the County Manager in the FY 2021 budget development process and a new scheduling process for joint-use theater space.

**Schedule:** The work of the Advisory Committee will be completed prior to FY 2021 budget development (October 31, 2019).