



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: February 18, 2020

TO: Board Members

SUBJECT: Appointment to the Commission for Arts and Culture

This memo is to request the Board's approval of my appointment of Tom Formicola, Arlington, MA, to the Commission for Arts and Culture, with a term expiration date of 6/30/2021.

A handwritten signature in blue ink, appearing to read "Adam W. Chapdelaine".

Town Manager

TOM FORMICOLA
ARLINGTON, MA 02476

PROFESSIONAL EXPERIENCE

ARLINGTON CENTER FOR THE ARTS (ACA)

Executive Director

Oct 2019 – Present

- Responsible for overseeing strategic planning, financial management, administration, programming and community engagement as ACA puts down roots in a new home

BOSTON CENTER FOR ADULT EDUCATION (BCAE)

Director of Education & Community Engagement

Sep 2016 – Oct 2019

- Direct all aspects of programming including planning, scheduling, implementing, and evaluating workshops and classes
- Plan and implement special events and activities to increase institutional awareness and steward students, donors, and prospects
- Develop strategic partnerships that maximize capacity by increasing audiences, enhancing access by underserved communities, and creating inroads to new sources of earned and unearned income
- Identify, cultivate, and solicit prospects to secure individual and institutional giving as well as sponsorships in line with defined goals
- Designed and implemented year-long 85th anniversary celebration conducted in 2018

BOSTON CENTER FOR ADULT EDUCATION (BCAE)

Director of Education

Aug 2013 – Aug 2016

Jan 2004 – Jun 2007

- Led a team of three program managers in the development of 1,200 classes, workshops, and events for 10,000 adult learners annually
- Designed and implemented opportunities for personal growth and professional development in the areas of food & wine, art, crafts, photography, music, writing, languages, technology, and more
- Recruited and maintained a dynamic roster of 150 active instructors
- Collaborated with business leaders and community partners on the delivery of unique education experiences and signature programming

FIRST NIGHT, INC.

Deputy Director

Jun 2007 – Jun 2013

- Worked with Executive Director, Board of Directors, and key stakeholders to conduct landmark New Year's Eve Festival, annually serving one million people in downtown Boston
- Supported Executive Director in planning and managing \$2 million budget
- Shared responsibility with Executive Director for researching, planning, and implementing fundraising efforts and activities targeting individual donors, foundations, corporations, and government agencies
- Partnered with Executive Director and Marketing Manager on the solicitation and fulfillment of festival sponsorships
- Oversaw the development and logistics for 200 multidisciplinary performances and events, featuring 1,000 artists at 35 venues on December 31
- Oversaw the work of the First Night Production Manager, Education and Outreach Director, and Administrative Associate
- Served as liaison to cultural partners and hotel partners, actively soliciting their support and participation
- Managed First Night Productions, an earned-income initiative that provided event-planning services to clients such as Fidelity Investments, Boston Symphony Orchestra, Boston Public Schools, and New Balance

FORD HALL FORUM

Executive Director

Dec 1998 – Jan 2004

- Directed all operations of historic organization dedicated to presenting free public lectures, engaging diverse audiences in discussion about current issues
- Produced annual season of 12-15 lecture programs at downtown venues, including Old South Meeting House, Faneuil Hall, and Northeastern University
- Conducted marketing and outreach activities to enhance institutional awareness and build new audiences
- Engaged partners and built alliances to find new and mutually-beneficial ways to collaborate and deepen ties in the community
- Developed and managed all fundraising activities, targeting individuals, corporations, and foundations
- Worked closely with the board to develop a multi-year plan for stability and growth

MAYOR'S OFFICE OF CULTURAL AFFAIRS

Director, Boston Cultural Council

Jul 1996 – Nov 1998

- Managed all aspects of grant program, annually distributing funds to 300 cultural organizations, schools, and community-based agencies in neighborhoods throughout Boston
- Provided ongoing technical assistance to nonprofits and schools to ensure success of project planning, fundraising, and promotions efforts
- Served as arts education advisor to the Mayor's staff

STRAND THEATRE

Public Relations Director

Sep 1992 – Jun 1996

- Planned and implemented all marketing and communications for 1,400 seat theatre offering full schedule of multicultural performances as well as arts training programs for local youth
- Drafted press releases; coordinated radio promotions; placed print advertisements; and created marketing materials to promote theatre and activities
- Conducted outreach to youth groups and social service organizations
- Managed box office activity
- Assisted Executive Director with program planning and coordination, including teen internships
- Assisted the Executive Director with fundraising, including annual appeal, grant writing, and special events
- Assisted the Executive Director with budget planning

MASSACHUSETTS CULTURAL COUNCIL

Arts-in-Education Programs Coordinator

Jan 1990 – Aug 1992

- Administered grant program, supporting performances, workshops, and artist residencies for Massachusetts school children
- Conducted planning with schools, youth-serving arts organizations, and artists
- Recruited and oriented participating artist/teachers
- Developed guidelines for application and utilization of grant funds
- Provided technical assistance for school faculty and staff
- Coordinated peer panel review and evaluation processes
- Facilitated notification and payment of grant requests
- Facilitated evaluation of funded projects

MASSACHUSETTS ARTS LOTTERY COUNCIL

Program Associate

Dec 1988 – Jan 1990

- Provided support for the distribution of funds for arts and humanities projects conducted throughout the state

NORTHEASTERN UNIVERSITY
Instructor of English

Sept 1986 – Jun 1988

DOLGEVILLE CENTRAL SCHOOL
High School English Teacher

Sept 1985 – Jun 1986

ADDITIONAL EXPERIENCE

SpeakEasy Stage Company / Board of Overseers

Jun 2019 – Present

Arlington Cultural Council / Chair

Jul 2005 – Jul 2009

Mass Advocates for Arts, Sciences & Humanities / VP

Mar 1997 – Mar 2001

Boston Youth Theatre Network / Chair

Sept 1992 – Nov 1998

EDUCATION

Master of Arts: Northeastern University
Major: Literature

Sept 1986 – Jun 1988

Bachelor of Arts: SUNY at Geneseo
Major: English

Sept 1981 – Jun 1985

OFFICE OF THE SELECT BOARD

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
JOSEPH A. CURRO, JR.
JOHN V. HURD
STEPHEN W. DECOURCEY



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

February 11, 2020

Tom Formicola

Arlington, MA 02476

Re: Appointment: Commission for Arts and Culture

Dear Mr. Formicola:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 24th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with Fran, Ashley or Lauren at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr