

The Fine Print... Poet Laureate Application Guidelines

2013-2015 POET LAUREATE

The Halifax Regional Municipality is seeking nominations for the 2-year term of 2013-2015 Poet Laureate. The position will commence in late spring 2013. Nominations are due by **April 30, 2013**

PROGRAM DESCRIPTION

The Halifax Regional Municipality (HRM) defines the Poet Laureate as a resident poet or spoken word artist who has achieved excellence amongst their peers and whose work is of relevance to the citizens of HRM. The Poet Laureate is an advocate for literary arts and reflects the life of HRM through their work. As an advocate for poetry, language and the arts, the Poet Laureate attends events across the Municipality to promote and attract people to the literary world.

HRM administers the Poet Laureate program, including:

- Facilitating the selection process, including appointing the Selection Committee,
- Collecting nominations, and,
- Providing administrative support to the Poet Laureate including publicity, promotion and project coordination.

ELIGIBILITY

Nominees for the Poet Laureate must meet the following criteria:

- Be a current resident of HRM,
- Have made a significant contribution to poetry or spoken word and the literary life of HRM,
- Be prepared to accept the responsibilities of the position and be accustomed to citizen engagement and community outreach, and,
- Be professionally published according to one or more of the following criteria:
 - A trade book or chapbook.
 - Print publications in recognized literary journals, anthologies, or periodicals.
 - Sufficient audio recording (videos, CDs, and/or tapes), broadcasting or spoken word performance.

SUPPORT

The Poet Laureate will receive an honorarium of \$4000 for a 2-year term.

ROLES AND RESPONSIBILITIES

The Poet Laureate engages the community in activities, programs and events that demonstrate the positive impact of literature, poetry, and spoken word. The Poet Laureate is expected to:

- Compose and present poems for official HRM events and occasions.
- Make public appearances as the Poet Laureate.
- Make public presentations of their work.
- Sit on the selection committee for the succeeding Poet Laureate.
- Provide HRM with a Final Report about the position.

SELECTION PROCESS

The Poet Laureate is reviewed by peers who have achieved excellence, and citizens with a vested interest in promoting the literary arts within HRM.

Selection is based on the following scoring rational:

Discipline contribution | The candidate's contribution to poetry or spoken word, and the literary life of HRM. The impact she or he has made within HRM, and amongst peers. (20 points)

Citizen engagement | The candidate's preparedness to accept the responsibilities of the position. The candidate is accustomed to citizen engagement and community outreach. (30 points)

Goals and objectives | The candidate's goals listed for the two-year term as Poet Laureate are realistic, achievable and relevant to the citizens of HRM. (20 points)

Excellence in craft The candidate is recognized by his or her peers for excellence in their craft. He or she is well-respected amongst the literary arts community for their practice. (30 points)

The selection process for the Poet Laureate consists of two phases.

PHASE I: NOMINATIONS

Any eligible poet or spoken word artist may be nominated or may nominate himself or herself.

Nominees must agree to participate in Phase II of the selection Process

Nominations must include:

1. A signed acknowledgement of nomination form from the nominee.
2. Letter of support listing the nominee's eligibility including:
 - a. A brief description of their contributions to poetry, spoken-word and the artistic community, and how they have influenced their peers and/or other artists.
 - b. Their ability to engage citizens and audiences.
3. Current curriculum vitae of the nominee.
4. A one page document outlining the nominee's goals for the 2-year term.
5. Three examples of published work, such as a book or literary anthologies, journals or chapbooks, CDs, DVDs.

Nominations are due by **April 30, 2013**

Nominations may be submitted by mail to:

"2013-2015 HRM Poet Laureate"
c/o Colleen Connolly
Community and Recreation Services
Halifax Regional Municipality
PO Box 1749
Halifax, NS B3J 3A5

Or by hand to Colleen Connolly, 2nd floor Alderney Gate, 40 Alderney Drive, Dartmouth.

Mailed applications must be postmarked on or before the deadline date; hand-delivered submissions must be received by 4 p.m. of the date due.

Emailed or incomplete applications, or applications postmarked or hand delivered after the deadline, will not be accepted.

The selection committee will meet to review nominations; three nominated individuals will be invited to take part in Phase II of the selection process. All nominees will be notified of the results of Phase I of the selection process by letter, within 4 weeks of the nomination deadline.

PHASE II: SHORTLISTED POETS

Shortlisted artists will take part in private interviews with the selection committee. At this time they will be requested to write a poem in response to a theme posed by the selection committee.

After this process the selection committee will reconvene to determine HRM's 2013 - 2015 Poet Laureate.

An announcement of the 2013-2015 Poet Laureate will take place in an official public ceremony. The 2011-2012 Poet Laureate (Tanya Davis) and 2013-2015 Poet Laureate will be in attendance, as well as members of the Halifax Regional Council.

Shortlisted candidates will be contacted directly with the results before the public announcement.

CONDITIONS

The successful candidate will receive a notification letter and contract that will detail the terms and conditions.

Please be advised HRM complies with:

- *Standard Terms and Conditions for Goods, Services and Standing Offers*
<http://www.halifax.ca/procurement/documents/stdtermsgoodsandservices.pdf>
- *Part XX of the Municipal Government Act, "Freedom of Information and Protection of Privacy" surrounding the collection of personal and confidential information. For more information see*
<http://www.halifax.ca/irm/what.html>.

Still have questions? Contact:

Colleen Connolly
Community and Recreation Services
Halifax Regional Municipality
PO Box 1749
Halifax, NS B3J 3A5
connolc@halifax.ca

www.halifax.ca/culture



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