

# Poet Laureate

## 2018-2020 Nomination Process and Program Guidelines

### **DEADLINE FOR NOMINATIONS Friday, February 23, 4:00PM**

The Halifax Regional Municipality is seeking nominations for the position of Poet Laureate for a 2-year term, 2018-2020 to commence April 2018.

#### **Staff Contact:**

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# Halifax Regional Municipality

## 2018-2020 Poet Laureate Nomination Guidelines

### PROGRAM DESCRIPTION

The Municipality defines the Poet Laureate as a resident poet, storyteller or spoken word artist who has achieved excellence amongst their peers and whose body of work demonstrates connection with and relevance to the citizens of the Municipality.

### PROGRAM GOALS

The Poet Laureate will serve a term beginning April 2018 and ending in March 31, 2020.

The Poet Laureate will act as an advocate for the literary arts;

As an advocate for poetry, language and the arts, the Poet Laureate will attend events across the Municipality and beyond to promote and attract people to the literary world; and

As an ambassador for Halifax and its residents, the Poet Laureate will broadly reflect the interests, issues and perspectives of the varied communities and individual residents of the Municipality through their work.

### 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 at least once a year to Halifax Regional Council during national poetry month (April) and a minimum of 4 other official Municipal events to be determined annually in coordination with relevant municipal staff;
- Make public presentations as the Poet Laureate at a variety of other civic or community events annually, at the discretion of the Laureate;
- Sit on the selection committee for the succeeding Poet Laureate;
- Liaise with municipal staff on a regular basis, including providing a written report on their experience as Poet Laureate at the conclusion of their term.

### TERM AND SUPPORT

The application period for the selection of the Poet laureate closes February 23, 2018. Once selected, the Laureate will serve a two year term beginning April 2018 and ending March 2020. The Poet Laureate will receive an honorarium of \$2,500 per year for a two year term (\$5,000 total). Additional program resources to support the activities of the Poet Laureate may be available at the discretion of Municipal staff, subject to budget availability.

The Halifax Regional Municipality administers the Poet Laureate program, including:

- Coordination of the nominations process;
- Facilitation of the selection process, including appointment of the Selection Committee; and

- Provision of 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 the Halifax Regional Municipality;
- Have made a significant contribution to poetry or spoken word and the literary life of the Municipality;
- 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; and
  - Sufficient audio recording (videos, CDs, and/or tapes), broadcasting or spoken word performance.

## SUBMISSIONS (PHASE I)

Eligible nominees must agree to participate in Phase II of the selection Process.

Submission format: **PDF document in 8.5"x11" Portrait format, not to exceed a file size of 5MB**

Submissions must include:

1. Curriculum Vitae;
2. Confirmation of place of residence;
3. Letter of Intent of 500 words maximum detailing the applicant's goals and objectives in terms of how they would represent the Municipality; considerations could include:
  - How the applicant would engage with members of the public, including communities and issues of interest to the applicant;
  - How the applicant would engage with the Halifax Regional Library system and other institutions, as well as local arts, culture and community organizations;
  - How the applicant would use digital engagement and social media platforms to interact with community and advocate for the literary arts;
4. A maximum of 5 examples of work selected from within the last 10 years; and
5. An bio of no more than 250 words to be used on the municipal website if the application is selected.

**Nominations are due by Friday February 23<sup>rd</sup>, 2018 at 4:00PM.**

## SELECTION PROCESS

Submissions are reviewed by peers who have achieved excellence in the field of poetry and the literary arts, and citizens with a vested interest in promoting the literary arts within HRM.

Selection is based on the following scoring rational:

- **Community and Professional Standing** | The candidate's contribution to the field of poetry, including storytelling and spoken word, and the literary and cultural life of the Halifax Regional Municipality. The impact they have made within the Municipality, and amongst peers.  
(20 points)
- **Excellence in Craft** | The quality of the candidate's submitted work in relation to the expectations of the Poet Laureate position.  
(30 points)
- **Citizen Engagement** | The candidate's preparedness to accept the responsibilities of the position. The candidate is accustomed to public presentation, citizen engagement and community outreach.  
(25 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 the Halifax Regional Municipality.  
(25 points)

Nominations must be submitted by email to [artgrants@halifax.ca](mailto:artgrants@halifax.ca).

Please Use Subject Line: **2018-2020 HRM Poet Laureate**

Applications must be received by **4:00PM on Friday February 23<sup>rd</sup>**. Late submissions 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 APPLICANTS**

Shortlisted nominees will take part in individual interviews with the selection committee in March 2018.

After all shortlisted candidates have been interviewed, the selection committee will reconvene to determine the Municipality's 2018 - 2020 Poet Laureate.

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 of the Poet Laureate position.

Please be advised that all initiatives undertaken by the Halifax Regional Municipality are expected to be in compliance with:

1. Standard Terms and Conditions for Goods, Services and Standing Offers  
[www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/stdtermsforgandsrevJune202016.pdf](http://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/stdtermsforgandsrevJune202016.pdf)
2. 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 <https://www.halifax.ca/city-hall/accountability-transparency/access-information>

For questions regarding the program, nominations or the selection processes, please contact:

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