



## DAVIS POET LAUREATE GUIDELINES

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The City Manager's Office invites poets residing in the City of Davis to submit an application for the position of Poet Laureate. The Poet Laureate program brings the power and beauty of poetry to the Davis community while increasing awareness of the literary arts through community engagement and outreach.

The Poet Laureate title is an honorary one, awarded through a competitive process to a person who writes poetry of high artistic quality, has an established presence in the community, a demonstrated commitment to and a passion for poetry, and embraces the opportunity to engage in civic discourse. The ideal candidate enjoys inspiring audiences and the community through readings of his/her work and the work of others, and acts as an advocate for the arts. The Poet Laureate will act as an ambassador of the literary arts by reading poems and giving talks at public schools, City Council meetings, and other community organizations. The position includes an annual honorarium of \$1,000.

### Program Goals

The goal of the Poet Laureate program is to encourage greater literary awareness by the general public. It seeks to engage diverse voices and perspectives in shaping and furthering the literary arts, culture, and creative expression.

The Poet Laureate is a liaison, advocate, and leader who will leverage their artistic excellence and literary achievements to inspire the diverse residents of the City of Davis to read, write, perform, and appreciate the written and spoken word. The appointed Poet Laureate will:

- Represent the city of Davis and the art of poetry through poetry-related outreach.
- Present original works of poetry at a minimum of three official city events per year.
- Participate in City Council meetings with poems or words of reflections on current events.
- Write and submit for publication poetry about Davis.
- Accept invitations, as schedule permits, to present and discuss her/his poetry or that of other authors at community events, in schools or with community groups.
- Act as a resource for poetry and literary activities in Davis.

### Eligibility

- The Poet Laureate must be available to serve a two-year term and carry out the role of the Poet Laureate program.
- The individual selected must be a Davis resident and at least 18 years of age.
- The individual will have demonstrated a history of community involvement, a commitment to and passion for poetry, and will embrace the opportunity to engage in civic discourse.

### Application deadline is Friday, May 11, 2018

Nomination applications should demonstrate the nominee's artistic accomplishments, a history of leadership in the community, and the poet's vision for the program during his/her term. The application and the interview and reading is the only information that will be used to determine eligibility and to make a final decision.

Davis residents may nominate themselves or another candidate for the position by submitting the following:

- A letter of nomination describing, in 500 words or less, why you feel you (or the person you are nominating) are the most appropriate candidate for the City of Davis Poet Laureate.
- Three original works of poetry by the nominee.
- The nominee's current resume or CV.
- Contact information for the candidate and yourself.

***Nominations must be received no later than 5:00 pm on Friday, May 11, 2018***

Please submit nomination application packets, by the deadline, in one of the following formats:

- In person to the City Manager's Office, City Hall, 23 Russell Blvd.
- Via email to [rhartsough@cityofdavis.org](mailto:rhartsough@cityofdavis.org)
- Via US Mail to Attn: Rachel Hartsough, City of Davis/CMO, 23 Russell Blvd, Davis, CA 95616

**Review Process**

The selection of the Poet Laureate is a competitive process. A panel comprised of members of the Civic Arts Commission and community will review all applications and recommend the best candidate. Panelists will base their recommendations on the application materials submitted and the review criteria outlined in these guidelines. Finalists will be asked to read two poems and participate in a short interview with the selection panel. The City Council will make the final approval and the term will run from September 2018-2020.

**Review Criteria**

The Review Panel will use the following criteria to review nominations and recommend a candidate:

- A Davis resident involved in the cultural life of the community/region.
- Literary excellence of the applicant, including publication history.
- Ability and willingness to fulfill the roles and responsibilities of the office.

**Timeline**

Guidelines/Applications Available	April 2018
<b>Application deadline</b>	<b>May 11, 2018</b>
Public Review Reading and Interviews	May 2018
Arts Commission recommendation	June 2018
City Council Approval	July 2018
Notification to all nominees	July 2018
City Council Presentation of new Poet Laureate	Sept 2018
2016-2018 Poet Laureate term will end	Sept 2020

\* The Poet Laureate may be asked to bear the title of Poet Laureate until a new Laureate is chosen.

**Public Record**

The Arts Commission is a government agency; applications become public record after submission. All information received, whether in connection with an application or in connection with any funded activities performed, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act. The Arts Commission reserves the right to use application materials for training purposes and with confidential information removed.

**Inquiries**

City of Davis Arts staff can provide general technical assistance to interested applicants. Contact Rachel Hartsough at 530-757-5640 or [rhartsough@cityofdavis.org](mailto:rhartsough@cityofdavis.org) during regular business hours with questions.