



POET LAUREATE PROGRAM GUIDELINES

Cultural Affairs Office
Department of Parks, Recreation and Culture, and Facilities
City of Windsor
Mailing: 2450 McDougall St. Windsor, ON. N8X 3N6
Physical: Gatehouse at Willistead Park. 1899 Niagara St. Windsor, ON. N8Y 1K3
P: 519-253-2300 • E: culturalaffairs@citywindsor.ca • W: citywindsor.ca

GENERAL INFORMATION

MISSION FOR THE CITY OF WINDSOR'S CULTURAL AFFAIRS OFFICE

Acting as a catalyst and facilitator, the Cultural Affairs office will ensure the provision of a range of affordable and accessible opportunities for engagement in cultural activities, services, and facilities to residents while at the same time building up a base of unique cultural attributes and activities for visitors, residents, investors, and businesses.

We work in the arts, culture and heritage sectors... the *creative community*. Culture is alive and thriving in our City, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

MISSION FOR THE CITY OF WINDSOR'S POET LAUREATE PROGRAM

The City of Windsor's Poet Laureate program aims to promote poetry to a wide and appreciative audience, while strengthening the public's relationship to literature. The program helps to celebrate poetry, writing, and the contribution of poets to the cultural life of our diverse community. Through this program, we are able to capture, preserve and share Windsor's unique stories.

POET LAUREATE POSITION INFORMATION

The **Poet Laureate** position will serve to honour a poet (aged 25 years and older) who writes excellent poetry and focuses on themes that are relevant to the people who live in the City of Windsor. This poet will serve as an ambassador for the arts, culture and heritage sectors in the City of Windsor, and help to celebrate poetry and the arts – particularly the literary arts. As an ambassador for poetry and literature, the Poet Laureate will be invited to attend municipal events to share works and raise the profile of the literary arts in Windsor.

Duties, Roles and Responsibilities of the Poet Laureate:

The duties of the Poet Laureate include:

- To serve as an ambassador for poetry, literature, literacy, and the literary arts;
- create artistic work that reflects Windsor's people, places, sites, identity, and / or the life of the city;
- produce at least three original works for specific events or occasions identified by the City each year;
- make public presentations of their work at least three times a year;
- work with City Administration to produce at least one poetry event a year;
- participate in the literary life of the City to raise the visibility of literacy, poetry, and spoken word; and
- be willing to mentor the Youth Poet Laureate as part of their shared term length.

City of Windsor's Poet Laureate Program Guidelines and Process

Term: The City of Windsor Poet Laureate will serve in the position for the term of council.

Honorarium: The Poet Laureate will receive \$2,500 per year as an honorarium, payable in three installments, issued on a quarterly basis. The position of Poet Laureate is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the poet laureate program and projects set forth within the program, and is not intended to cover living costs.

YOUTH POET LAUREATE POSITION INFORMATION

Role: The **Youth Poet Laureate** position will serve to honour a poet (aged 14 to 24 years), who writes excellent poetry and focuses on themes that are relevant to youth who live in the City of Windsor. This poet will provide a strong youth voice, and will reach out to other youth to inspire interest in poetry and the arts – particularly the literary arts. As an ambassador for youth, poetry, language and the arts, the Youth Poet Laureate will be invited to attend municipal events to share works and increase engagement of youth with the arts.

Duties, Roles and Responsibilities of the Youth Poet Laureate:

The duties of the Youth Poet Laureate include:

- To serve as an ambassador for youth, poetry, literature, literacy, and the literary arts;
- create artistic work that reflects Windsor's young people, places, sites, identity, and / or the life of the city's youth;
- produce at least two original works for specific events or occasions identified by the City each year;
- make public presentations of their work at least two times a year;
- work with City Administration to produce at least one community youth poetry event a year;
- participate in the literary life of the City to raise the visibility of youth, literacy, poetry, and spoken word; and
- be willing to be mentored by the Poet Laureate during their shared term length.

Term: The Youth Poet Laureate will serve in the position for a period of approximately one year.

Honorarium: The Youth Poet Laureate will receive \$1,000 per year as an honorarium, payable in two installments, one at the start of the term, and one at the mid-point of the term. The position of Youth Poet Laureate is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the poet laureate program and projects set forth within the program, and is not intended to cover living costs.

ELIGIBILITY REQUIREMENTS FOR BOTH POSITIONS

City of Windsor's Poet Laureate Program Guidelines and Process

Poet Laureate and Youth Poet Laureate candidates must:

- Be nominated, OR self-nominate (apply) to serve in the role;
- meet the age requirements as outlined;
- be a resident of the City of Windsor;
- be a recognized spoken word artist with an established body of work; OR be a recognized youth with a keen interest in poetry and the literary arts, and a developing body of work;
- have the ability to be an ambassador for literacy, writers, and the literary arts; and
- be willing to fulfill the duties and responsibilities of the positions as outlined.

THE NOMINATION / APPLICATION PROCESS FOR BOTH POSITIONS

Candidates must complete the Poet Laureate Submission Form. This form can be downloaded at citywindsor.ca.

Hard copies of all completed required forms, along with supporting materials must be received by the City of Windsor's Cultural Affairs Office no later than 3:00 p.m. on the submission deadline date. **Late submissions will not be accepted or assessed.**

Submissions must be hand delivered in person, or sent by mail / courier to the City of Windsor's Cultural Affairs Office. **E-mailed / faxed submissions will not be accepted.**

Candidates will submit two (6) copies of:

- Completed and signed Submission Form;
- work sample(s) – not to exceed six pages (formatting details on form);
- Resume or Curriculum Vitae (CV) – not to exceed two pages; and
- An explanation of what the applicant would do with their role as Poet Laureate OR Youth Poet Laureate – not to exceed one page or 500 words.

Candidates must submit to either the Poet Laureate or the Youth Poet Laureate position, but may not submit to both positions simultaneously.

Submissions to the City of Windsor's Poet Laureate Program are subject to the *Freedom of Information and Protection of Privacy Act*. The personal information is collected under the authority of the *Municipal Act, Section 10*. This personal information may be used for the purpose of processing the submission form and may become part of the public agenda at a City Council meeting or Committee meeting. Questions about this collection may be directed to the Manager of Cultural Affairs, (519) 253-2300 extension 2724 or by mail to: 350 City Hall Square West, Room 203

Windsor, ON. N9A 6S1. Canada

If someone is nominating a Poet Laureate or Youth Poet Laureate, we ask that they inform the nominee in advance so that the nominee has adequate time to submit the supporting documents along with the package.

City of Windsor's Poet Laureate Program Guidelines and Process

THE SELECTION COMMITTEE

In order to continue to develop the Poet Laureate program in the City of Windsor, it is important to ensure that community partners and professional organizations be included in the selection process.

The Cultural Affairs section will oversee a committee for the nomination / application process for the selection of a Poet Laureate and a Youth Poet Laureate. The committee will consist of five Windsor representatives, and may include:

- an organization or individual member of the the local literary arts community;
- a member of the staff of the Windsor Public Library;
- a local bookseller or publisher;
- a representative of the Arts Council Windsor & Region; and
- a member of City Council

Poet Laureate Program Selection Committee members will be selected by a panel to include the City of Windsor's Executive Director of Recreation and Culture; and one representative each from the City's Cultural Affairs section and Finance department.

Committee members must keep application contents and assessment discussions confidential, and must not disclose that they have been selected as committee members. Names of committee members will be released with the results at the end of the selection process.

The City of Windsor is particularly concerned with potential conflicts of interest. There are two dimensions of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

A committee member is in direct conflict of interest with a particular application if he or she, or a member of his or her immediate family (spouse or equivalent, son or daughter, parent, sibling or members of the immediate household), has a financial interest in the success or failure of the application. Members of the candidate's immediate family would also be considered in direct conflict.

A committee member is in direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Members of the candidate's immediate family would also be considered in direct conflict. A private interest also includes affiliations or activities that compromise or unduly influence decision making.

Any reason that makes it difficult for a committee member to evaluate an application objectively may create an indirect conflict of interest.

City of Windsor's Poet Laureate Program Guidelines and Process

The City will strive to choose committee members who are not in direct conflict of interest with any of the applications being assessed. If a direct conflict of interest becomes apparent, the City will ask the committee member to stand down from the adjudication process. All committee members are asked to sign forms to identify conflicts of interest as a further means of documenting the integrity of the process.

THE ADJUDICATION PROCESS AND FINAL DECISIONS

Once in place, the Poet Laureate Program Selection Committee will consider candidates' published works, artist resume, and reference letters.

Candidates will be evaluated on the basis of:

- Literary experience and significant ability in composing poetry;
- contribution to the arts, culture and heritage community in Windsor;
- recognition within their peer community;
- strength of references; and
- ability to fulfill ambassadorial duties.

Poet Laureate Program Selection Committee members will review each application in terms of five (5) assessment categories. Each category has equal weight in assessment. Committee members will rate each category on a five (5) point scale:

- Excellent
- Very good
- Good
- Fair
- Poor

A candidate must reach a standard of **good** in all assessment categories in order to be short-listed and move on to the Interview Phase.

The short-listed candidates will be interviewed in person by the Poet Laureate Program Selection Committee on a date-to-be-determined, expected to be in Fall of 2018.

City Council will formally appoint the next City of Windsor Poet Laureate and Youth Poet Laureate.

REPORTING

The Poet Laureate and Youth Poet Laureate will, from time to time, provide information requested by Administration for inclusion in program update reports for City Council. The Poet Laureate and Youth Poet Laureate may, from time to time, be asked to appear before City Council. At all Poet Laureate and Youth Poet Laureate events, the Poet Laureate and Youth Poet Laureate will identify their position title and connection to the City of Windsor in an ongoing effort to raise the profile of the poet laureate program.

City of Windsor's Poet Laureate Program Guidelines and Process

The Poet Laureate and Youth Poet Laureate do not speak on behalf of the City of Windsor. The ideas expressed by the Poet Laureate and Youth Poet Laureate will be considered their own, and not those of the Corporation of the City of Windsor.