

# Call for Art Olympia Poet Laureate

**The City of Olympia is seeking a Poet Laureate to engage our community in the literary arts.**

**DEADLINE: Receipt of Entries - Friday, September 28, 2018, 5pm**

- 2 year appointment.
- \$1000 stipend per year.
- In coordination with City Arts Program staff, the appointed Poet Laureate will have the flexibility to shape a scope of work that reflects their interests, skills and abilities.
- Applicant must be a practicing poet, dedicated to producing poetry (in any form, genre or style) on a regular basis.
- Applicant must be an Olympia resident (within city limits or in the Urban Growth Area) over 18 years of age. A residency verification process will be conducted prior to approval.

## SUBMISSION CALENDAR

August 3, 2018 -	Application open
September 8, 2018, 2pm -	<b>Pre-Submission Workshop</b> - Room 100, The Olympia Center, 222 Columbia St NW. The workshop will address questions about the application and selection process.
<b>September 28, 2018, 5pm -</b>	<b>DEADLINE</b> for Receipt of Submissions
October 4, 2018, 4pm -	<b>Jury</b> - Room 100, The Olympia Center, 222 Columbia St NW.
October 11, 2018. 6pm -	Arts Commission reviews jury recommendation.
November 13, 2018, 7pm-	Arts Commission recommendation goes to Council for approval
January 8, 2019 -	Poet Laureate reading at Olympia City Council

*The City reserves the right not to select any artist at all, and reserves the right to change the process or schedule upon public notice.*



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*The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of goods and services.*



# Olympia Poet Laureate - Submission Form

## Eligibility

- Poet must be an Olympia resident (city limits or Urban Growth Area)
- 18 years or older
- Applicant must be a practicing poet, dedicated to producing poetry (in any form, genre or style) on a regular basis

## Poet Laureate

The intent of Olympia's Poet Laureate designation is to:

- Promote poetry as an art form
- Expand access to the literary arts
- Connect the community to poetry
- Promote poetry as a community voice that contributes to a sense of place

## Selection Criteria

Artists should bear in mind that the audiences will be broad-based and of all ages, and will use discretion when acting in the capacity of the City's Poet Laureate.

### ***Aesthetic Quality***

-Do the written or recorded work samples exhibit strong aesthetic merit?

-Are the works consistently strong? Does the applicant produce poetry on a regular basis?

### ***Community Involvement***

-Does the applicant demonstrate a history of involvement and activity within the literary arts?

### ***Potential for Engagement***

- Does the proposal support the poet's ability to engage Olympia's citizens in meaningful ways to further the literary arts in our community?

## Term

The Poet Laureate appointment is a two year term, from January 1, 2019 - December 31, 2020.

## Stipend

The Poet Laureate will be paid a \$1,000 honoraria per year (\$2,000 total). There is also up to \$500 per year available for agreed-upon materials and supplies. To receive funds, the Poet Laureate must purchase a City of Olympia Business license. Please see <http://bls.dor.wa.gov/cities/olympia.aspx> for business license information.

## Submission Guidelines

Applicants need to provide a resume, 5 written poetry work samples (published or self-published) and one video recording sample of a poetry reading or performance of one of the written work samples. In addition, applicants will need to provide a one-page proposal of how they would engage with the public as the City's Poet Laureate, including audience, community engagement strategy, and samples of workshops or projects that would support the focus or theme of their appointment.

## Scope of Work

- Each selected Poet Laureate will enter into an agreement with the City, and work with City Staff to determine a final scope of work.
- The selected Poet Laureate will offer a minimum of 2 instructional workshops per year, and participate in Arts Walk spring or fall of each year.
- In addition, each Poet Laureate will work with the City's Arts Program Staff to plan 6 additional hours of contact time with the public per year, that actively contributes to and advances Olympia's literary community.
- If a poetry reading at an official City occasion is one item on the agreed scope of work, the City reserves the right to review the proposed poem(s) beforehand (either their own or the work of another poet(s)), and accept or decline the reading. If the reading is declined, the Poet Laureate will replace the event in their schedule.
- Each Poet Laureate will manage their own schedule, be the point of contact for all programming inquiries from the public, arrange details for their programs and coordinate press releases with the City's Arts Program staff.
- Each Poet Laureate will help to facilitate and transition the successor Poet Laureate.

## Recognition

The Poet Laureate will credit the City of Olympia at all official functions of the position.

## Jury

- Kellie Braseth, Director of Strategic Communications, City of Olympia
- Marygrace Goddu, Olympia Arts Commission
- Kathy Murray, Olympia Arts Commission
- DeAngelo Oliver, Poet and Student of Tacoma Poet Laureate Kellie Richardson
- Amy Solomon-Minarchi, Olympia Poet Laureate 2016-2017

# SUBMISSION FORM

1. **DEADLINE FOR RECEIPT OF APPLICATIONS: Friday, September 28, 2018, 5pm**

2. Submission packets should be sent, or hand-delivered to:

**Stephanie Johnson**  
**City of Olympia Parks, Arts & Recreation**  
**Poet Laureate**  
**222 Columbia St NW**  
**Olympia, WA 98501**

**Digital packets** may be downloaded to the City FTP site:  
<http://olympiawa.gov/ftp> Do not embed documents in a  
Power Point, PDF, iPhoto or any other library files.  
"Recipient" is [sjohnso1@ci.olympia.wa.us](mailto:sjohnso1@ci.olympia.wa.us)

3. Poets agree that the City of Olympia may photograph them during their Poet Laureate workshops and projects.

4. Poets agree to sign a contract with the City regarding their scope of work. Poets also agree to responsibly handle administrative duties in association with the program.

5. For questions or further information contact: **Stephanie Johnson, Arts Program Manager,**  
**[sjohnso1@ci.olympia.wa.us](mailto:sjohnso1@ci.olympia.wa.us) - 360.709.2678**

**To be considered, applicants must meet all eligibility criteria and submit a packet including all materials listed below. Incomplete applications and extra material will not be considered.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**DEADLINE FOR RECEIPT OF APPLICATIONS: Friday, September 28, 2018, 5pm SUBMISSIONS MUST INCLUDE:**

- ☐ **This Submission Form**
- ☐ **Resume:** Please include reference to involvement in Olympia's creative community.  
*No more than 2 pages.*
- ☐ **Program Proposal:** Please describe how you would engage with the public as the City of Olympia's Poet Laureate if selected.
- What would be the focus of your term as Poet Laureate?
  - Who would be your primary audience?
  - What would be your community engagement strategy?
  - Describe 2 instructional workshops that would support the focus or theme of your appointment.
- Please frame your response within 1,000 words.*
- \* The additional 6 hours of contact time described in the scope of work will be determined after appointment.*
- ☐ **Proof of Residency:** A copy of your WA State ID, Driver's license, or current utility bill in your name with a current address.
- ☐ **Written Work Samples:** Submit five (5) written poems of your own composition that represent the quality of your work. Please include your name at the top of each page.  
*Written work samples will not be returned, please keep your originals.*

## SUBMISSION FORM

- ☐ **Recorded Poetry Work Sample(s):** Submit an online sample which shows you reading or performing ONE of your submitted work samples.  
**Please submit the exact URL of the web platform (Facebook, Youtube, Vimeo) hosting your video; if a webpage contains several pieces, please indicate which piece(s) you want to be viewed/heard. The panel will review a minimum of 1 minute and a maximum of 3 minutes.**

- ☐ **Work Sample Description Sheet:**
- Applicant's name
  - Titles of pieces included in the Written and Recorded work samples
  - Description/synopsis of the included work samples (optional)
- One page or less.**

- ☐ **References:** Please list 2 professional references.  
**Please include name, organization, title, primary telephone, email and brief description of how you know this person.**

- ☐ **Assurances:**
- All statements made on this application are true to the best of my knowledge.
  - I am eligible to apply for the Olympia Poet Laureate appointment based on the eligibility criteria outlined on page 2.

Signature\_\_\_\_\_

Date\_\_\_\_\_