

# Poet Laureate

## 2024-2027 Application Process

DEADLINE FOR NOMINATIONS:  
**FEBRUARY 16, 4:00PM**

The Halifax Regional Municipality is seeking nominations for the position of Poet Laureate for a 3-year term, 2024-2027, to commence April 2024.

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HALIFAX

# Halifax Regional Municipality

## 2024-2027 Poet Laureate Application Process

### 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 2024 and ending in March 31, 2027.
- 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;
- Propose a legacy project to be developed and delivered over the course of their term as Laureate, subject to the approval of HRM staff and budget availability;
- 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; and
- Act alongside the incoming Youth Poet Laureate, providing industry guidance and minimal mentorship.

### TERM AND SUPPORT

The application period for the selection of the Poet laureate closes February 16, 2024.

The selected Laureate will serve a three-year term beginning April 2024 and ending March 2027. The Poet Laureate will receive an honorarium of \$5,000 per year for the three-year term of their mandate.

The Laureate's first official role will be to deliver a reading to Halifax Regional Council at a scheduled meeting in April 2024 (exact date TBD) which will serve as the Laureate's official introduction.

The Laureate, in coordination with Municipal staff, will commit to 4 additional official appearances per year. Certain appearances may be requested by staff. Others may be proposed by the Laureate. In all instances, the 4 official engagements must be determined collaboratively and with the agreement of both parties. The schedule of appearances will be negotiated annually.

Finally, the Laureate will be invited to propose a *Legacy Project* during their tenure. This project may take many possible forms, including a publication, a community event or event series, public or community art initiative, workshops or educational initiatives, as examples. These proposals will be conditional on the approval of municipal staff and subject to budget availability.

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;
- Preparation of the Poet Laureate Agreement;
- Regular meeting with the Laureate and event coordination; and
- Provision of administrative support to the Poet Laureate including publicity, promotion and project coordination.

## ELIGIBILITY

Applicants for the position of Poet Laureate must meet the following criteria:

- Be a current resident of the Halifax Regional Municipality;
- The selected Laureate is expected to remain a resident of the Halifax Regional Municipality for the duration of their tenure;
- Have made a significant contribution to poetry or spoken word and/or 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 or otherwise recognized in their specific field of practice, on the basis of 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; or
  - Other reasonable means of professional recognition (applicants should describe in detail in their submitted CV, bio or statement of interest, where most applicable)

## SUBMISSIONS

Email all documentation as one (1) PDF document in 8.5" X11" portrait format, not to exceed a file size of 5 MB to: [artgrants@halifax.ca](mailto:artgrants@halifax.ca)

## PHASE I: CALL FOR SUBMISSIONS

1. **ARTIST CV + BIO** – Applicants must submit a professional CV not to exceed 2 pages each. CV should reflect all relevant professional experience in the field of poetry, spoken word and the literary arts, education, public engagements, community engagement and associated work. An artist bio of no more than 250 words to be used on the municipal website if the application is selected.
2. **STATEMENT OF INTEREST** – 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. Please include consideration of digital media, social media and any and all relevant presentation platforms;
  - How the applicant would engage with the Halifax Regional Library system and other institutions, as well as local arts, culture and community organizations.
3. **WORK SAMPLES** – A maximum of 5 examples of work selected from within the last 10 years  
 \*\*if support material includes audio or visual material please include links to online content in a separate section within the submission, where available, or on a USB device sent separately, formatted as follows:

**Videos** must be submitted according to the following format:

- in .avi, .mov, .mpg, or .mpeg format; and
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC.

**Audio files** must be submitted according to the following format:

- uncompressed in .aif, .aiff, .wav format; or
- lossless (.flac, .m4a, .mp4); or
- compressed (.mp3, .wma).

## SELECTION PROCESS

Submissions are reviewed by peers in the field of poetry and the literary arts, poetry and the spoken word, and citizens with a vested interest in promoting the literary arts within HRM.

Selection is based on the following scoring rational:

<b>Community and Professional Standing</b>	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
<b>Excellence in Craft</b>	The quality of the candidate's submitted work in relation to the expectations of the Poet Laureate position.	30 points
<b>Citizen Engagement</b>	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

<b>Goals and Objectives</b>	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
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**Submissions are due by Friday February 16, 2024 at 4:00PM.**

**Late submissions will not be accepted. HRM is not able to accept requests for deadline extension.**

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

Please Use Subject Line: **"2024-2027 HRM Poet Laureate – Your Name"**

The selection committee will meet to review submissions; based on the initial assessment, a shortlist of the highest scoring applicants 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 February/March 2024.

After all shortlisted candidates have been interviewed, the selection committee will reconvene to determine the Municipality's 2024-2027 Poet Laureate. The basis for selection will use the same evaluation criteria as that of the Phase 1 process, with members of the shortlist re-scored and ranked on the basis of their interviews.

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

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

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

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