



CITY OF EMERYVILLE

INCORPORATED 1896

1333 PARK AVENUE
EMERYVILLE, CALIFORNIA 94608-3517

TEL: (510) 596-4300 FAX: (510) 658-8095

CITY OF EMERYVILLE • POET LAUREATE 2016-2018

REQUEST FOR PROPOSALS

The City of Emeryville is requesting proposals from professional poets who live or work in the zipcode 94608 to serve as the City's third Poet Laureate. Through establishment of a two-year appointment of a City of Emeryville Poet Laureate, the City Council desires to bring greater attention to the literary arts to the community, and to expand the City's support of a range of creative endeavors.

BACKGROUND

Located at the foot of the San Francisco Bay Bridge, Emeryville began over a century ago as a small tract of land north of Oakland and is now the home of headquarters for major high-tech, creative arts and biotech corporations, and a regional retail destination. Emeryville has a residential population of over 10,000 representing an ethnically and culturally diverse mix of people. The area draws over 20,000 workers daily.

Since 1993, the City of Emeryville has had a robust *Art in Public Places* Program. Over 100 works of art have been installed in the public realm since the program began. The goal of the Poet Laureate program is to build upon the success of prior efforts in the visual arts such as the City's *Art in Public Places Program*, the Emeryville Celebration of the Arts, an exhibition of local artists held in October, and Youth Arts Day, and to extend this success to the literary arts.

Guidelines of the Emeryville Poet Laureate Program

- The Poet Laureate will serve as the City's literary ambassador during a two-year term from appointment
- The selected poet must live or work in the 94608 zipcode and be at least 18 years of age,
- The Poet Laureate must carry out activities in the City of Emeryville or in adjacent facilities, such as the Golden Gate Library, serving residents of Emeryville
- The selected poet must demonstrate a commitment to poetry through prior publication and submission of a body of work of no less than ten poems, and/or a performance record such as spoken word, poetry slams, film, new media or other performance-related venues.

- The selected poet must embrace a willingness to engage the community in a discourse about poetry, to present his or her work to the public and Emeryville K-12 students.
- The selected poet must be willing to allow selected poems to be published on the City website (<http://www.ci.emeryville.ca.us/868/Poet-Laureate>), to be duplicated as posters for distribution at events or in the schools, to be framed for installation in City Hall, and possibly for use in visual art installations, and agree to be photographed or video graphed at readings and other events for distribution in City newsletters and broadcast on City-sponsored cable television.

Duties of the Emeryville Poet Laureate

- Represent the City of Emeryville and the poetic arts through participation in poetry events and interviews.
- Present poetry at no less than three events per year. These events may vary from year-to-year but could include one reading at a scheduled City events and one reading in the schools. Prior poets have read at the Emeryville Celebration of the Arts and considered readings on the Emery Go Round
- Act as an advocate and resource for poetry and literary events in Emeryville.
- Accept invitations, as schedule permits, for interviews with the media, and to submit works for publication on the City website and other outreach vehicles.

Honorarium

Poet Laureate will be paid an honorarium of \$1,500 for the two-year term to be distributed in a yearly stipend of \$750 in 2016 and 2017.

Rolling Selection Schedule

- Call for Nominations posted -- May 22, 2015
- Submissions for Poet Laureate – rolling acceptance
- Review of Submissions by Selection Panel – within 60 days of receipt
- Appointment of Emeryville Poet Laureate by City Council – within 120 days of receipt of application

Selection Panel

The three-person selection panel will be comprised of two (2) literary experts and one (1) community member. The selection panel will meet to review the submissions and forward its recommendation to the City Council for consideration.

The City Council reserves the right to postpone the program for a second round of submissions in the case of a small number of entries, or if submitted entries do not meet the program criteria.

Selection panelist is comprised of persons who (either themselves or a spouse) are not candidates for the Poet Laureate. Similarly, members of City Staff or elected positions will not be able to submit to the program.

REQUIREMENTS FOR SUBMISSION OF QUALIFICATIONS

Eight (8) collated packets (8 ½" x 11"), each containing the following materials, typed in 12 point font:

- *Letter of Interest.* A maximum one page statement maximum that outlines why you are interested in serving as the City of Emeryville Poet Laureate for the 2016-2018 term. If relevant, please outline any ideas for a cultural or public outreach project that you wish to undertake during the program term. The letter should state that you have reviewed this Request for Proposals, and that you agree to the requirements of the post.
- *Biographical and contact information.* Your name and biography (300 words maximum). A competitive biography would include a summary of significant awards and published literary works. Please include your full name, address, email, and telephone. If employed in the 94608 zipcode please include the name, company name, address, email and telephone of your employer.
- *Work Samples.* Five (5) published poems by you, the submitting poet. You may also supply zipdrive, Dropbox or CD-ROMs (eight (8) copies) of performance work or links to performance work posted on the web.
- *Experience.* Provide curriculum vitae or resume, any available lists of publications, awards and/or performances, and any other information or previously related experience. Please do not exceed three pages.

EVALUATION OF RESPONSES

The following selection criteria will be used to evaluate submissions

1. Experience: Depth and breath of poet's experience. Experience giving workshops or public performances.
2. Accomplishments: publications or awards that signifies a body of work
3. Biographical Statement and Proposal: Level of interest and enthusiasm for the post of City of Emeryville Poet Laureate
4. Quality/Appeal of Submission: Literary quality of application

APPLICATION MATERIALS INCLUDING WORK SAMPLES MUST BE SENT TO:

Amber Evans
Economic Development and Housing Division

Community Development Department
City of Emeryville
1333 Park Avenue
Emeryville, CA 94608
TEL: (510) 596-4382, EMAIL: aevans@emeryville.org