Guidelines & Application for

Lansing Poet Laureate

The Lansing Economic Area Partnership (LEAP), the Lansing Poetry Club, & the Center for Poetry in the Residential College in the Arts and Humanities (RCAH) at Michigan State University are seeking a

Poet Laureate

to engage our community in the literary arts

DEADLINE: For Receipt of Applications
Monday, February 7th, 5:00 PM

- Two-year appointment with a stipend of $2,000 per year provided by LEAP.
- In coordination with LEAP, the Lansing Poetry Club, and the RCAH Center for Poetry at MSU, the appointed Poet Laureate will have the opportunity to shape a scope of work that engages the wider community with poetry and reflects the Laureate's interests, skills and abilities.
- The applicant must be an experienced and skilled poet within the literary and performance traditions.
- The appointed Poet Laureate will serve as an "ambassador" for poetry by organizing and promoting poetry events and working to create excitement about the written and spoken word.

SUBMISSION CALENDAR — 2022

November 9th	Call for Poets
January 8th	Informational Workshop via Zoom (10:00 AM-12:00 PM)
January 18th	Informational Workshop in-person at East Lansing Public Library (7:00 PM-8:30 PM)
Monday, February 7th	**5 PM DEADLINE** for Applications for Lansing Poet Laureate
February 9th - 21st	Selection Committee Review Period
Feb. 25th – March 4th	Interviews with finalists
March 4th	Selection Committee recommendation goes to Sponsors
Week of April 4th, 2022	Announcement of Lansing Poet Laureate & Term of new Lansing Poet Laureate begins

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The Sponsors reserve the right not to select any artist at all and reserve the right to change the process or schedule.

For information or to submit an application, go to **www.purelansing.com/poetlaureate.**

Lansing Poet Laureate—Guidelines

Goals of Poet Laureate Program

- Promote poetry as an art form both in person and through the use of traditional methods and social media
- Expand access to the literary arts
- Connect the community to poetry
- Promote poetry as a literary voice that contributes to a sense of place
- Create projects that leave a tangible impression, i.e. a product, program, or placemaking initiative of the work accomplished

Eligibility Criteria

- 18 years or older with primary residency in Ingham, Clinton, or Eaton County
- Must be an experienced & skilled poet within the literary and performance formats.
- Must be able to work independently and have a good rapport with various audiences
- Must be skilled at communicating in public
- Must have strong social media and promotional skills
- A commitment towards the understanding of diversity, equity, and inclusion

Selection Criteria

Artists should bear in mind that audiences will be broad-based and of all ages, and should use discretion when acting in the capacity of the Poet Laureate. Selection of the Poet Laureate will be made without regard to race, religion, gender, gender expression, age, national origin, disability, sexual orientation, or immigration status.

Aesthetic Quality Do the written and 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 literary activity within our community? Does the applicant demonstrate the knowledge and ability to utilize social media and the poet laureate website to interact with the community?

Potential for Engagement Are the poet's proposed projects achievable? Will they engage residents of the Tri-County Area in meaningful ways that further the literary arts in our community? Will the poet advance the Lansing region's sense of place through poetry and permanent public art with a focus on expanding access to underserved communities?

Selection Committee (TBD)

Term & Stipend: The Lansing Poet Laureate appointment is for a two-year term, from 2022 to 2024. The Lansing Poet Laureate will be paid an honorarium of $2,000 per year ($4,000 in total) funded by LEAP.

Submission Guidelines
Applicants will need to provide a resume, five written poetry work samples, an optional **live** audio/video recording of a poem, and be available to present their work in an interview if they are chosen as one of the top candidates. In addition, applicants will provide a one-page proposal of one poetry project that includes project goals, promotional strategy, and community engagement strategy.

Scope of Work

- The Poet Laureate will serve as an ambassador for poetry in the Tri-County Area (Clinton, Ingham & Eaton Counties).
- The selected Poet Laureate will offer *a minimum* of four instructional workshops/classes and four readings per year, including at least one workshop/class and one reading in each county per year.
- The Laureate will implement **one major project per year** that actively engages residents, increases public awareness of poetry, and leaves a tangible impression of the work accomplished (i.e. a tangible product, program, or placemaking initiative).
- Each Poet Laureate will manage the Laureate's own schedule, serve as the point of contact for all programming inquiries from the public, arrange details for programs, coordinate press releases and other publicity with LEAP, and promote Laureate events/projects on social media and the website.
- Each Poet Laureate will help to facilitate and transition the successor Poet Laureate.
- The Poet Laureate will provide quarterly reports of the Laureate's work within the community to Emma Bostwick at LEAP.
- At the end of the two years, the Poet Laureate will write a reflection paper on
- what the Laureate has accomplished.

Recognition: The Lansing Poet Laureate will credit LEAP, the Lansing Poetry Club, and the RCAH Center for Poetry at MSU at all official functions of the position.

Lansing Poet Laureate—Submission Form

1. **DEADLINE FOR RECEIPT OF APPLICATIONS: Monday, February 7th, 2022, 5 PM**
2. Submission packets should be uploaded via the application form on the website: **purelansing.com/poetlaureate/apply**. If it is needed, they can also be emailed to Emma Bostwick (emma@purelansing.com) or hand-delivered to: LEAP, Attn: Lansing Poet Laureate Project, 1000 South Washington Ave., # 201, Lansing, MI 48910.
3. Poets agree that the sponsoring organizations and media may photograph and/or record them during their Poet Laureate workshops, readings or projects and that the Laureate will document each event, including photos for use on social media and in reports.
4. Poets agree to sign a contract with LEAP regarding the scope of their work.
5. For further questions or information contact Emma Bostwick at emma@purelansing.com

To be considered, applicants must meet all eligibility criteria & submit a packet including all materials listed on the back of this page. Incomplete applications & extra material will not be considered.

Nominee Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Website (optional): _____

Certification: I hereby submit my name for the position of Lansing Poet Laureate. I certify that the nominee information is true and accurate and that the work sample submitted is an accurate representation of my work.

Signature of Nominee: _____ Date: _____

(Optional) Nominator Information (if applicant is nominated by someone in Ingham, Eaton or Clinton Counties)

Nominator: _____

Address: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

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SUBMISSIONS MUST INCLUDE:

☐ **This Submission Form**

☐ **Current Resume:** List employment history, published work and involvement in the Tri-County Area (Ingham, Clinton, or Eaton County) with emphasis upon your poetry/literary work within the community.

☐ **Project Proposal:** Please describe your primary goals as Poet Laureate.

- What would be the focus of your term as Poet Laureate?
- Who would be your primary audience(s)? Which communities, groups, or organizations would you be most comfortable working with?
- What would your major community project be, including your promotional and engagement strategy? (**Note**: Each year the Poet Laureate will implement one major project that actively engages residents, increases public awareness of poetry, and leaves a tangible impression of the work accomplished, i.e. creates a lasting product, program or placemaking initiative.)
- Please present a projected timeline for your project.
- **Please frame your response within 1000 words.**

☐ **Written Work Samples:** Submit five written poems of your own composition that represent the quality of your work. Please include your name at the top of each page. *Note: written work samples will not be returned, so please keep your originals.*

☐ **(Optional) Additional Work Sample:** One *live* video or audio recording, can be returned if you make arrangements

☐ **Work Sample Description Sheet:**

__ Applicant's name

__ Titles of pieces included in the written work samples, and, if included, the video/audio recording

__ Brief Description/synopsis of the included work samples

☐ **References:** Please list two professional references. Please include name, organization, title, primary telephone, email and a brief description of how you know this person. Written references may be submitted if you like.

☐ **Assurances:**

__ All statements made on this application are true to the best of my knowledge.
__ I am eligible to apply for the Lansing Poet Laureate appointment based on the eligibility criteria outlined in the Guidelines for the Lansing Poet Laureate Program.
__ My schedule allows me enough time to fulfill the role of the Laureate.
__ I am available to serve as Lansing Poet Laureate, if selected, for the entire two-year term.

Signature:
_____

Date:
_____