

City of Auburn Poet Laureate

About the Program

What is the City of Auburn Poet Laureate Position?

The City of Auburn Poet Laureate recognizes and honors a citizen poet of exceptional talent and accomplishment. The Poet Laureate also encourages appreciation of poetry and literary life in Auburn. Once a Poet Laureate program is established the Auburn Arts Commission will forward a recommendation to the Mayor for final selection and appointment.

What is the Term of Service and Compensation?

The term of service for the next Poet Laureate will be three years, beginning in the January of 2015. The award is honorific. There is no financial compensation for the position.

Who is eligible to be nominated Poet Laureate of City of Auburn?

Any member of the public may nominate a poet for the Poet Laureate position by following the application process offered in this document. Individuals are encouraged to nominate poets from all walks of life, and all poetry forms are welcome. Nominations for Auburn's Poet Laureate will be accepted for poets who meet the following eligibility requirements:

- Poet must be a resident of Auburn for at least one year.
- Applicant and nominee must be at least 18 years old.
- Poet must have produced work of the highest caliber and have contributed substantial service to the development of the literary arts as demonstrated by the submitted application.
- Poet's submitted work samples may be on any topic; although consideration will be give to works representative of Auburn and its history. All poetry forms will be considered.
- A poet may not self-nominate him or herself.
- No award will be given posthumously.
- Poet must not be a member or staff member of the current Auburn Arts Commission or City of Auburn or their immediate family or household.

What is the selection process for the Poet Laureate?

A panel drawn from members of the literary community will select three finalists from among the nominations. The three finalists will be submitted to the Auburn Arts Commission for review, approval, and recommendation. The Poet Laureate of Auburn will then be chosen by the Mayor from among these nominees in December.

What are the obligations of the Poet Laureate?

City staff will coordinate a public ceremony honoring the new Poet Laureate in conjunction with a public program. The Poet Laureate will be invited to participate in various City of Auburn public openings and events throughout the three year term.

How will Poet Laureate nominations be evaluated?

The Poet Laureate will be chosen on the basis of three criteria:

- Excellence as evidenced by the submitted poetry sample
- Exemplary professionalism as evidenced by an established history of publication in journals and books, special honors, awards, fellowships, and/or other recognition
- Advancement of poetry in Auburn communities as evidenced by a history of activity in Auburn's literary community through readings, publications, public presentations and/or teaching

Re-nomination of Previously Nominated Poets

Nominations are not carried over in future years. If you wish to nominate someone who has been nominated before, a new nomination application and materials must be submitted.

For further information, contact

Maija McKnight, Arts Coordinator, City of Auburn, 253-804-5043, mmcknight@auburnwa.gov

City of Auburn Poet Laureate Nomination Form 2015-2017

Application Receipt Deadline October 24, 2014

This form must be submitted along with the other required materials. Please review the complete application description and guidelines for both nominees and poets before signing this form.

NOMINATOR Information

Nominator Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

POET Information

Nominee (Poet) Name: _____

Address: _____

Phone: _____ Alt Phone: _____

Fax: _____ Email: _____

If selected, I accept full responsibility for meeting all requirements of the City of Auburn to provide all information requested by the Council, Arts Commission, and/or staff. I give my full permission for my name to be placed in nomination for this position by the above nominator. I certify that the nominee information is true and accurate and that the work sample submitted is an accurate representation of my work. If selected, the City of Auburn and the Auburn Arts Commission have my permission to use my work sample, or a portion thereof, for publicity purposes.

Signature of Nominee (Poet)

Date

The following materials must accompany the nomination form

1. TEN poems (no more than 15 pages). Please see: Application Guidelines for a complete description of required materials and how to apply
2. Poet resume, bio or curriculum vitae

Please see complete application description and guidelines for additional materials you may wish to have considered.

For further information, contact Maija McKnight, Arts Coordinator, City of Auburn, 253-804-5043

Guidelines and Checklist

City of Auburn Poet Laureate 2015-2017

Application Receipt Deadline (not a postmark deadline)
October 24, 2014 at 5 pm

GUIDELINES CHECKLIST

DON'T

- Do not staple any page in the collated sets of application materials
- Do not use plastic sleeves, cover sheets, comb or spiral binding, pocket folders or other presentation materials

DO

- Use 8 ½" x 11" white paper. Use one side only
- Leave enough margin on the left-hand side of the materials to allow for 3-hole punching
- Use 12-point type font or larger for all materials
- Provide copyright information where appropriate. All submissions become part of the public record. Both published and non-published poetry may be submitted
- Make a copy of the application for your records

APPLICATION MATERIALS CHECKLIST

- Poet Nomination Form (signed by Poet Nominee)
- Nominator's Form (signed by Nominator)
- Cover Letter (from Nominator) Use no more than 2 pages to introduce your poet nominee, offer reasons why they meet all criteria, and offer examples of why they have advanced poetry in Auburn
- Poet's Bio/Resume/Curriculum Vitae. Use no more than 2 pages (compiled by Poet)
- Supplemental Materials. Poet's Awards, Press Releases, Letters of Recommendation, List of published work. Use no more than 2 pages to address the criteria of exemplary professionalism (compiled by poet and nominee)
- Ten poems: Use no more than 15 pages

For further information, contact Maija McKnight, Arts Coordinator, City of Auburn, 253-804-5043