

**Arts Council Greater Lansing
Lansing Poet Laureate 2024/2025**

Guidelines and Application

Submission Deadline: March 15, 2024, 11:59 p.m.

DEADLINE EXTENDED: March 22, 2024, 11:59 p.m.

Arts Council Greater Lansing

Founded in 1965, the Arts Council of Greater Lansing is a nonprofit arts organization dedicated to fostering arts and culture in the Capital Region by providing community arts leadership, funding, educational programs and direct support services to local arts and cultural nonprofits and artists. Committed to empowering the creative community and to cultivating partnerships that stimulate community development through the arts, the Arts Council works to promote the value of the arts as essential to building a vibrant capital region.

Purpose:

The Lansing Poet Laureate Program serves to expand access to the literary arts and celebrate poetry as an art form. The Poet Laureate will serve a two-year term as an ambassador for poetry throughout the Tri-County region, creating opportunities to make poetry accessible to everyone. They will share the art of poetry and spoken word in person and on social media and champion its ability to tell stories, record history and preserve literary traditions. They will promote poetry as a literary voice that contributes to a sense of place and honors our region's diverse cultural heritage.

Eligibility/Qualifications:

Applicants must...

- be 18 years or older
- have proven residency (of up to three (3) years) in either Ingham, Eaton or Clinton county
- have demonstrated an understanding of the Greater Lansing community
- have demonstrated experience and skill as a poet within the literary and performance formats
- have multiple published works in journals, magazines, chapbooks, etc. (not self-published)

- be able to work independently and create a good rapport with various audiences
- have demonstrated skills at communicating in public
- have strong social media and promotional skills
- be committed to an understanding of diversity, equity and inclusion.

Honorarium:

The Lansing Poet Laureate will receive a \$4,000 honorarium for the two-year service term. The full honorarium will be split into two payments. A \$2,000 payment will be made to the appointee in April 2024, and another \$2,000 payment will be made in April 2025 at the completion of the term and acceptance of the final report.

Service Requirements:

The selected Poet Laureate must meet the following service requirements over the 2-year period:

- Read poems at up to three ceremonial City events per year, including the poet laureate announcement celebration and the Mayor’s State of the City address. Other ceremonial events could include the unveiling of a new building, bridge or public art installation that will benefit the community, City Council or other public meetings
- Attend as a guest or presenter at literary and other cultural events in the region as appropriate
- Give a minimum of five (5) public readings per year that are free and open to all, these may include visits to schools, events for young people, public presentations, poetry open mic events, etc.
- Offer a minimum of three (3) instructional workshops per year (at least one (1) workshop in each county per year for a total of 6 workshops.)
- Take responsibility for scheduling and serve as the point of contact and promoter for events, workshops and performances
- Produce one (1) original poem inspired by, or related to, Greater Lansing
- Provide timely post-event reports. These can include attendance numbers, media coverage and/or post-event attendee evaluations
- Provide a written final report reflecting on the accomplishments, challenges and results at the end of the appointment

- Serve as a panelist for the next Poet Laureate selection process

Application Submission Process:

- All application materials must be submitted electronically through the Slideroom application before the March 22, 2024 deadline. (Note: paper or physical applications are not accepted)
- The application is available online at lansingarts.slideroom.com. (A free applicant account is required to apply.) You can find the questions at the bottom of these guidelines.

Submission Format:

- Your statement, resume/CV and work samples **MUST** be combined into one PDF. Scanned PDFs should not be submitted (PDFs created this way are much larger and of lower quality). Your proof of residency and optional support materials can be copies of originals.
 - Documents must be in 14 pt. Times New Roman font
 - 1-inch margins on all sides
 - Include headers with page number and applicant name, last name first on every page
 - Must be submitted in order as listed below

Application Components:

- Proof of Residency
 - Applicants must submit copies of documentation demonstrating residency in Clinton, Ingham or Eaton counties with their application. Copy these onto one 8x10 sheet of paper. Choose THREE proofs of residency from these examples: current driver's license, utility bill with address, rental contract or mortgage, a bank statement or credit card bill
 - Unhoused poets may provide a letter from a Greater Lansing-based shelter or a Greater Lansing-based homeless service program.
- A 500-800 word poet statement explaining why you want to be poet laureate and how you envision your appointment and responsibilities
- Résumé or Curriculum Vitae (C.V.)

- 5 poetry samples along with a description and brief explanation as to why you chose each piece (this portion may be a maximum of 10 pages)
- 2 letters of recommendation
- Optional: 3-5 support materials (for example, news articles and event fliers)
Copy onto 8x10 sheets of paper.

Review/Selection Process:

- Arts Council Staff will review to confirm that applications meet all criteria i.e. age requirement, residency and all required documents.
- Applications will be reviewed by a selection committee and narrowed down to a short list of finalists. This committee may include poets, community arts leaders and activists and past poet laureates.
- Finalists will be interviewed and perform selections of their work to the selection committee during the week of April 9 - 12, 2024.
- Selection of the Poet Laureate will take place no later than April 12, 2024.
- The 2024/2025 Lansing Poet Laureate term will begin the week of April 15, 2024, with a public announcement.

Finalists Interviews:

Finalists will be invited to individual interviews with the selection panel and should prepare a presentation of the following information:

- A brief summary of their experience with poetry, spoken word and/or literary arts
- A description of how they, their poetry and/or their artistic practice would represent the Greater Lansing region
- An example of a poetry reading event you would plan for your required service
- Recitation of three (3) original poems

Selection Criteria: (Total out of 100 points)

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.

- **Poet Statement and Resume (30 points)**
 - Does the resume submitted demonstrate poetry/literary work within our community?
 - Does the poet's statement demonstrate a clear understanding of the role of the poet laureate?
 - Do they explain the process they wish to execute to increase public awareness of poetry?
- **Written Work Samples (30 points)**
 - Do the written and recorded work samples exhibit strong [aesthetic merit](#)?
 - Are the works consistently strong?
 - Does the applicant produce poetry regularly?
- **Potential for Engagement (20 points)**
 - 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 promotions to interact with the community?
 - Will they engage residents of the Tri-County Area in meaningful ways that further the literary arts in our community?
- **Support Materials (20 points)**
 - Does the applicant have a clear approach to the role of Lansing's Poet Laureate?
 - Do they know how to develop an engagement strategy that is realistic and attainable?

Questions? Technical Assistance:

Technical assistance for program-specific inquiries is available from Arts Council staff by email or by appointment. This technical assistance can help guide eligibility, application materials and Slideroom assistance.

- Meghan Martin, meghan@lansingartsorg
- Dawn Gorman, dawn@lansingarts.org

Timeline (subject to change)

Feb 2: Call for Applications and Nominations Opens

Feb 26: Deadline for Nominations

March 22, 2024, 11:59 p.m.: Application Deadline

April 9 - 12: In-person interviews with finalists

April 12: Poet laureate chosen and notified

April 19, 2024: Poet laureate public announcement and beginning of term officially starts

APPLICATION

Found at <https://lansingarts.slideroom.com/>

Lansing Poet Laureate - Applicant Information

1. First Name
2. Last Name
3. Mailing Address
4. Daytime Phone
(xxx) xxx-xxxx
5. Email Address

Lansing Poet Laureate proofs of residency

Choose THREE proofs of residency from these examples: current driver's license, utility bill with address, rental contract or mortgage, a bank statement or credit card bill.

Lansing Poet Laureate Combined PDF

Please upload a combined PDF that includes Artists Statement, Resume/CV, three poetry samples, their descriptions and reason for choosing. (10 pages maximum)

Lansing Poet Laureate letter of recommendation #1 (attachment)

Lansing Poet Laureate letter of recommendation #2

(attachment)

Lansing Poet Laureate Optional Support

Optional: Applicant can provide three to five support materials

Examples of support materials could be news articles and/or event fliers.

Lansing Poet Laureate - Certification and Assurances

The Arts Council of Greater Lansing regards a digital signature just as it would have your handwritten signature. Your electronic signature below confirms that you agree to the following:

- 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.