



## **San Antonio 2024-2027 Poet Laureate Nomination Guidelines**

The City of San Antonio is seeking nominations for the position of Poet Laureate for the 2024-2027 term. The San Antonio Poet Laureate is an honorary position whose role is to serve as an ambassador of the City of San Antonio through the promotion of literary and poetic arts and literacy in the community.

The individual selected will serve a three-year term and receive an honorarium of \$3,500 per year. The Poet Laureate is expected to generate public interest in the literary arts and pursue the preservation of the art of poetry through reading and writing.

### **RESPONSIBILITIES**

During the Poet Laureate's three-year term, they must complete the following annual responsibilities:

1. Participate in a minimum of one (1) City sponsored and/or selected public event annually, such as at a poetry reading and/or theatrical performance.
2. Exhibit the highest level of character and professional integrity.
3. Possess the ability to respectfully collaborate with San Antonio's network of writers and the broader community to include women, Black, Indigenous, and Persons of Color (BIPOC), LGBTQIA+, youth, older adults, and people with disabilities.
4. Exemplify the spirit of Servant Leadership, focusing on the well-being of our community and its people, putting the needs of others first and helping our community develop and grow.
5. Assist in celebrating and inspiring the reading and writing of poetry in our community.
6. Work with the City's Department of Arts & Culture to develop and implement a single signature project or initiative during his/her/their term. The Department of Arts & Culture will fund the implementation.

The responsibilities will be completed at no additional honorarium. The City is unable to provide support to the Poet Laureate for travel expenses, including hotel accommodations, transportation cost, or per diems for appearances outside of San Antonio. This includes appearances at non-city related conferences, educational institution readings, etc. During the Poet Laureate's Term of Service, any, any violation of the City's Non-Discrimination Policy contained in Chapter 2, Article X of the City Code will result in the termination of services.

## **ELIGIBILITY**

- Nominees must be a resident of San Antonio for the past three years.
- Have a compelling portfolio of published work.
- Have an established history of activity in the local literary community.

## **NOMINATIONS**

Nominations can be submitted beginning Monday, **November 20, 2023**, and ending Friday, **January 31, 2024**, at **4:00 p.m.** CST. Self-nominations will not be accepted. Nominations will be accepted via email or mail postmarked by the deadline.

**Email:** [andrew.gearhart@sanantonio.gov](mailto:andrew.gearhart@sanantonio.gov)

**Mailing Address:** PO Box 839966, San Antonio, TX 78283-3966

**Phone:** 210-207- 6959

### **Nomination must contain the following:**

- Completed Nomination Form
- Biographical information, resume and/or or curriculum vitae for nominee (Limit to 2 pages)
- Narrative and/or outline of community involvement (Limit to 2 pages)
- Samples of original poetry (Limit to 5 samples)
- Letter of Support from an educational or cultural administrator who has worked directly with the nominee.
- Narrative response to this question: *Why does this poet merit the title of San Antonio Poet Laureate and how is he/she/they poised to represent the City of San Antonio?* (Limit to 2 pages)

## **REVIEW PROCESS**

The Department of Arts & Culture will review all submissions to ensure nomination packets are complete. Nominees will be informed of their nomination to confirm their desire to proceed with review and ensure they understand the role and its responsibilities. Incomplete nominations will not be considered. The City will submit nominees for a standard background check.

Eligible nominees will be reviewed by a selection committee of four (4) nationally accomplished poets from throughout the United States and a selection of former San Antonio Poets Laureate. The committee will rank nominees based on the nomination packet submitted. The highest rated nominee will be notified of their selection in early March 2024.

The San Antonio Mayor or Mayor Pro Tem will formally appoint the Poet Laureate at an Investiture Ceremony on April 2, 2024, serving as the official start date of the Poet Laureate's three-year term.