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Board of Library Trustees
Pomona Public Library
625 South Garey Avenue
Pomona, CA 91769

Pomona Poet Laureate Request for Nominations and Applications

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Board of Library Trustees
Pomona Public Library
625 South Garey Avenue
Pomona, CA 91769

NOMINATION/APPLICATION COVER SHEET FOR THE HONORARY POSITION OF
CITY OF POMONA POET LAUREATE

Note: Completed applications and nominations with all supporting material are due no later than 6:00pm on ## ##, ####.

NOMINEE /APPLICANT

Name:

Address:

Phone:

Email:

IF A YOU ARE NOMINATING SOMEONE, PLEASE PROVIDE YOUR

Name:

Address:

Phone:

Email:

All material and necessary documents must be submitted with this application or nomination

Please include:

- 1) APPLICATION COVER SHEET (this document with contact information filled in)
- 2) LETTER OF INTEREST
 - 12 pt font
 - maximum of two pages
- 3) RESUME/CURRICULUM VITAE (CV)
 - Education and training
 - Publications
 - Presentations
 - And/or any other related and applicable experience
- 4) PORTFOLIO EXAMPLES
 - Required: Three representative poems, at least one in English, published over the last five years
 - Optional: One document listing any online links for presentations of applicant performing their own poetry
- 5) RESIDENTIAL ADDRESS CONFIRMATION
 - Copy of applicant's drivers' license and/or
 - Utility bill addressed to the applicant or nominee and/or
 - a Pomona school proof of enrollment addressed to the applicant

SUBMITTAL INSTRUCTIONS

You may apply using one of the two following options:

1. BY EMAIL

You may email this application and supporting material to msuarez15@ca.rr.com

Please be sure to clearly label each document and include the last name of the poet on each PDF attachment.

2. BY MAIL/IN PERSON

Poet Laureate *ad hoc* Committee

Board of Library Trustees

Pomona Public Library

625 South Garey Avenue

Pomona, CA 91769

Note: Completed applications and nominations with all supporting material are due no later than 6:00pm on ## ##, #####.



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Junta de Fideicomisarios de Biblioteca Biblioteca
pública de Pomona
625 South Garey Avenue
Pomona, CA 91769

NOMINACIÓN / APLICACIÓN PARA LA POSICIÓN DE HONOR DEL PREMIO POETA
DE LA CIUDAD DE POMONA

Nota: Las solicitudes completas y nominaciones con todo el material de respaldo deben presentarse a más tardar a las 6:00 p.m., el lunes ## ##, #####.

NOMINADO / SOLICITANTE

Nombre:

Dirección:

Teléfono:

Correo electrónico:

SI USTED ESTÁ NOMINANDO A ALGUIEN, POR FAVOR PROPORCIONE SU

Nombre:

Dirección:

Teléfono:

Correo electrónico:

Todo el material y los documentos necesarios deben presentarse con esta solicitud o nominación

Por favor incluya:

- 1) HOJA DE PORTADA DE LA SOLICITUD (este documento con la información de contacto llenada)
- 2) CARTA DE INTERÉS
 - Letras de 12 puntos de tamaño
 - Máximo de dos páginas.
- 3) CURRÍCULUM/CURRÍCULUM VITAE (CV)
 - Educación y entrenamiento
 - Publicaciones
 - Presentaciones
 - Y / o cualquier otra experiencia relacionada y aplicable
- 4) EJEMPLOS DE PORTAFOLIO
 - Requerido: tres poemas representativos, al menos uno en inglés, publicados en los últimos cinco años.
 - Opcional: un documento que enumera los enlaces en línea para presentaciones del solicitante que realiza su propia poesía
- 5) CONFIRMACIÓN DE DIRECCIÓN RESIDENCIAL
 - Copia de la licencia de conducir del solicitante
Y/ o
 - Factura de servicios públicos dirigida al solicitante o nominado
Y/ o
 - Un comprobante de inscripción escolar de Pomona dirigido al solicitante

INSTRUCCIONES DE ENVÍO

Puede presentar una solicitud utilizando una de las dos opciones siguientes:

1. POR CORREO ELECTRONICO

Puede enviar esta solicitud y el material de respaldo por correo electrónico a msuarez15@ca.rr.com Asegúrese de etiquetar claramente cada documento e incluir el apellido del poeta en cada archivo PDF adjunto.

2. POR CORREO / EN PERSONA

Poet Laureate *ad hoc* Committee
Board of Library Trustees
Pomona Public Library
625 South Garey Avenue
Pomona, CA 91769

Nota: Las solicitudes completas y las nominaciones con todo el material de respaldo deben presentarse a más tardar a las 6:00 p.m. el lunes, ## ##, #####.



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Board of Library Trustees
Pomona Public Library
625 South Garey Avenue
Pomona, CA 91769

Pomona Poet Laureate Request for Nominations and Applications

Background

The City of Pomona Board of Library Trustees seeks applications and nominations for qualified poets to fill the honorary position of City of Pomona Poet Laureate for the two year period beginning ##/##/####. The Board of Library Trustees is dedicated to the development and advancement of all forms of literacy. Eligible poets will write and present original poetry at selected events and lead occasional workshops and seminars. The purpose of this Request for Nominations and Applications is to provide a basis for the selection of the City of Pomona Poet Laureate. This call is being initiated by the City of Pomona Board of Library Trustees, in consultation with the Cultural Arts Commission. An annual honorarium of \$1000.00 will be provided by the Pomona Public Library Foundation. The Poet Laureate program was established by the City Council of the City of Pomona on August 5, 2019 (Resolution No. 2019-106).

SCOPE OF WORK

Over the course of the two-year appointment, (renewable after the first year), the City of Pomona Poet Laureate will carry out the following duties during each year:

- Engage Pomona residents, visitors, civic and elected leaders, young people, adults, seniors, and students of all ages about the value of poetry, the written word, and creative expression through three or more public events, classes or workshops at the Pomona Public Library as well as three public events, classes or workshops at another publicly-accessible venue for the purpose of enjoyment and education about poetry. While the poet's own work may be read, other well-known or lesser-known poems that inspire or educate about poetry through hearing or reading should be shared in each context, class, event, or workshop as well. The Poet Laureate is responsible for designing, running, and inviting to these events; they may use any of the platforms or resources the Public Library Trustee Board or other supporting organizations willingly

donate to their efforts. They may also recruit volunteers for these events, classes, or workshops.

- Lead the coordination of Pomona Public Library and City of Pomona and any other interested organizations at no less than one festival-style event at the Pomona Public Library in April to celebrate National Poetry Month, with the specific goal to increase awareness and appreciation of poetry in Pomona;
- Use social media as often as possible, or work with City staff to prepare social media communications that encourage excitement about poetry, literacy and literary events, and related issues; Submit content for one poetry blog that is officially co-branded with the Pomona Public Library to be updated on at least a monthly basis. The purpose of the blog would be to excite discussion, exchange, and participation in poetry, as well as educate readers about the culture of written and spoken word in Pomona; other methods to achieve the same end may be considered;
- Write one or more commemorative poem(s) about Pomona that is appropriate for a general audience inclusive of children.

Eligibility

This call is open to emerging and established poets who have resided in the City of Pomona for at least two years and whose body of work and professional activities demonstrate a serious ongoing commitment to poetry.

As noted on the city website, <http://www.ci.pomona.ca.us/index.php/government/city-commissions>, “A member of a Pomona City Board or Commission may not hold another other City office or position for which compensation is paid.”

“**Poetry**” is defined as literary or spoken work in which special intensity is given to the expression of feelings and ideas by the use of distinctive style, rhythm and other linguistic means. Narrative, dramatic, satirical, and lyric poetry are included in this definition as are all styles of poetic expression.

“A Nomination” is a third-party recommendation for the consideration of a specific poet. It is expected that the nominator or the nominated poet will provide all required material for consideration. Each nominator can only nominate one poet for consideration. Only the first nomination for a specific poet will be considered.

Selection

The Board of Library Trustees in consultation with the Cultural Arts Commission will make final selection for Pomona Poet Laureate based on the following criteria:

1. Published Poetry (35%): The number and quality of poems published over the last five years will be considered. Candidates should have a record of being included or invited to present works within poetry journals, magazines, websites, and/or programs that are not self-curated, personal websites, or personal blogs. Published work must be consistent with City of Pomona’s core value of cultural diversity.

2. Public Presentation (35%): The candidate poet’s experience, ability, and willingness read original poetry in public forums.

3. Teaching, Training and Mentoring (20%): The candidate poet's documented experience in teaching, training, holding seminars and mentoring poetry.

4. Commemorative Poetry (10%): The candidate poet's ability to write poems in commemoration of historical and public events. Commemorative Poetry should be suitable for general audience inclusive of children.

Application

The following application materials are required:

1. APPLICATION/NOMINATION FORM

2: LETTER OF INTEREST: Not to exceed two pages, identifying the poets experience in writing, presenting and teaching poetry.

3. QUALIFICATIONS: Current resume/curriculum vitae (CV), including education, training, publications, and presentations.

4. PORTFOLIO EXAMPLES: Three representative poems, at least one in English, published over the last five years in the form of a PDF file or files and /or web links to videos of readings or performances.

5. POMONA RESIDENTIAL ADDRESS CONFIRMATION: Copy of drivers' license or utility bill or a Pomona school proof of enrollment addressed to the applicant or nominee.

Applications may be submitted electronically to, or by mail/in-person to: Pomona Public Library, attn. 625 South Garey Avenue
Pomona, CA 91769.

Relevant forms will be available on the Poet Laureate Website Page

Deadline for Applications and Nominations

Applications and nominations are due no later than 6pm on ## ##, ####.

Selection

After review and ranking by a Board of Library Trustees *ad hoc* committee on the Pomona Poet Laureate, the top ranking applications will be reviewed by the Board of Library Trustees in consultation with the Cultural Arts Commission. The Board of Library Trustees will make the final selection. The *ad hoc* committee on the Pomona Poet Laureate will have completed its work when it submits its rankings to the Board of Library Trustees.

Contact

For additional information or questions, please contact: