

GUIDELINES FOR THE CLEVELAND HEIGHTS / HEIGHTS ARTS OFFICE OF POET LAUREATE

PURPOSE OF THE LAUREATESHIP

Heights Arts, with the approval of the City of Cleveland Heights, has established the Office of Poet Laureate to celebrate and elevate the art form of creative writing for the benefit of the community's residents. To this end, the Board of Heights Arts, with approval from Cleveland Heights City Council, selects a local poet every two years to serve in this post.

TERM OF SERVICE

The Cleveland Heights Poet Laureate will serve for a twenty-four month period, beginning in April and concluding at the end of March.

ROLES AND RESPONSIBILITIES OF THE LAUREATE

The Cleveland Heights Poet Laureate

- Will curate and produce from three to five EKPHRASTACY programs per year. These poetry readings/artist talks are an established signature program of Heights Arts. The poet laureate selects participating poets while also organizing and hosting the events.
- Will participate in each EKPHRASTACY program as a poet during the two-year period as poet laureate, contributing and reading a minimum of two original poems inspired by the artwork in that exhibit for each EKPHRASTACY event.
- Should be comfortable reading poetry in public. The laureate should be able to write or offer occasional poems to celebrate or commemorate key events in the life of the city, if asked.
- Must be a champion for Cleveland Heights and share their enthusiasm for the community through their work as laureate.
- May have opportunities to offer readings of work at community events and offer solo readings during the two-year term as may be arranged by the laureate or by Heights Arts.
- Will deliver a report to Heights Arts at the end of each year, which captures the laureate's activities and provides feedback on the experience so that the position can continue to be improved.
- Farewell Event: The poet laureate will be offered a solo half-hour reading at the end of the term in office, to celebrate the outgoing poet laureate's tenure. Former laureates will also be invited to read one poem each. The new poet laureate will also be announced at that time and will read one poem.
- Will serve on the Heights Writes sub-committee in the following two years after the term ends.

HONORARIUM

Heights Arts will provide a modest stipend of \$1,000 per year to the laureate in compensation for services. This Honorarium will be paid in two installments each year; September and March.

SELECTION PROCESS

Eligibility

Poets must be residents of Cleveland Heights, or have a significant relationship to the Cleveland Heights community, and commit to serve the full 24 month term of service if selected.

Identification of Candidates: Two Processes

1. Any poet who meets the eligibility criteria and can commit to the term of service, may submit an application for consideration. Applications may be submitted anytime between November 1 and the deadline of December 31.
2. In the absence of sufficient quality applications, the Heights Writes Subcommittee of the Heights Arts board may reach out to local poets to solicit applications.

Application Deadline:

December 31 of odd-numbered years.

Interested candidates must apply on line. The application form can be found [here](#) (link).

The application will ask for important demographic and contact information. Applicants will be asked to submit their credentials and resume, a sample of no fewer than six recent poems. A short essay that helps the selection committee understand what the applicant appreciates about the City of Cleveland Heights, and why they are seeking this position, will also be required.

Following the deadline, the Heights Writes Subcommittee will review all applications and determine no more than three poets for final consideration. Those not being considered will be notified by the third week in January.

Finalists will meet with members of Heights Writes in separate interviews early in February with a decision on the winning applicant later that month. Term of service commences April 1.