

Qualified poets who wish to respond should submit three (3) copies of the document in an envelope clearly marked “Somers Point Arts Commission-RFQ for Poet Laureate” to Somers Point City Hall, 1 West New Jersey Ave. Somers Point, NJ 08244. The RFQs shall be received in the Office of the City Administrator no later than 10:00 am on Monday, March 25, 2019 at which time they will be publicly opened and acknowledged.

**SOMERS POINT ARTS COMMISSION
ONE W. NEW JERSEY AVE.
SOMERS POINT, NJ 08244**

**REQUEST FOR QUALIFICATIONS
POSITION OF POET LAUREATE OF SOMERS POINT, NJ**

APPLICATION FORM

NAME _____

ADDRESS Street _____

City _____ State _____ Zip _____

CONTACT Tel. _____ Cell _____

Email _____

RESIDENT OF THE CITY OF SOMERS POINT

Address _____

Dates resided in Somers Point _____

EMPLOYED IN THE CITY OF SOMERS POINT – if applicable

Place of employment _____

Address of employment _____

Dates of employment _____

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE
ATTACHED POET LAUREAT TERMS AND CONDITIONS WHICH
ARE A MATERIAL PART OF THIS APPLICATION**

SOMERS POINT POET LAUREATE PROGRAM

APPLICATION TERMS AND CONDITIONS

IN ACCORDANCE WITH THE MISSION OF THE SOMERS POINT ARTS COMMISSION *TO PROMOTE AND CULTIVATE THE ARTS IN SOMERS POINT* (ORD. #13-2006), THE SOMERS POINT ARTS COMMISSION HAS ESTABLISHED THE POET LAUREATE POSITION IN THE CITY OF SOMERS POINT AND IS AUTHORIZED TO NAME A POET LAUREATE OF THE CITY OF SOMERS POINT, NJ

STATEMENT OF PURPOSE:

- To demonstrate that Somers Point supports art and culture – very few small cities (if any) name their own poet laureate
- To serve as public advocate for the appreciation of literary arts through the art form of poetry
- To bring attention to the City of Somers Point through presentations at City functions
- To increase opportunities for economic development through the promotion of community events
- To promote literary arts through partnership with community resources

QUALIFICATIONS FOR SELECTION

- Be a resident of the City of Somers Point or have lived in the City of Somers Point – Provide dates; **or**
- Presently work in the City of Somers Point – Provide place of work; dates of work;
- Be at least 21 years of age
- Be actively engaged in and recognized as a poet at the time of the application

- Submit a resume' which includes a
 - Biography with references to printed or published work, membership in poetry organizations
 - Three (3) samples of poetry written by the applicant that is representative of the style, form and content that the poet will produce for public presentations during his/her tenure
- Completed application form and cover letter stating interest the Poet Laureate program
- Certify that all works submitted for consideration and all works composed as part of the program were and will be created by the applicant
- Grant to the City of Somers Point the right to record, publish and display all work produced during the tenure of the Poet Laureate

RESPONSIBILITIES AND REQUIREMENTS

- Be able to complete the two-year appointment as the Poet Laureate
- Produce at least 3 pieces of poetry each year of his or her tenure as Poet Laureate
- Participate and read his or her work at least three City of Somers Point public functions per year that may include a function or activity which involves Somers Point Schools, a Community Education Recreation (CER) program, a Somers Point Arts Commission program or other educational program in the city
- Recommend to the Commission for its approval a personal project designed to promote appreciation of poetry to community members and students such as designing a

poetry writing contest in collaboration with the Somers Point Arts Commission The program must be approved by the Somers Point Arts Commission.

- Be comfortable speaking in public and fluent in the English language. Fluency in other languages is beneficial but not required.
- If speech impaired, the Poet Laureate may delegate the reading to a qualified speaker, but the Poet Laureate must be the sole author.
- The Commission reserves the sole right to revoke the appointment or to terminate the program at any time for any reason, with or without cause, upon an affirmative vote of a majority of the Commission members.
- The Commission reserves the right to review and approve all poems presented by the Poet Laureate prior to public reading or publication as Poet Laureate, but will not have authority to change the content.
- The appointment of a Poet Laureate does not create an employer/employee relationship. The Poet Laureate will be an independent contractor with control over his/her work.

SELECTION PROCESS OVERVIEW

The Arts Commission will:

- create an application form in hard copy and in PDF file and will establish a deadline for submitting the applications
- Submit news releases to local media publications informing of the position and the process
- Contact local poetry organizations and colleges for possible applicants
- Place the PDF file on the city website for downloading by applicant

- Review and select the applicants. The Commission may extend an invitation to finalists to read at either a public reading or a reading before the Commission at a specified time and location to assist the Commission in making the final determination
- Present the recommendation to the City Council for formal designation of the Poet Laureate. If no suitable applicants apply then the Arts Commission may choose to leave the position vacant.

COMPENSATION

- While the position of Poet Laureate will be an honorary one, the Somers Point Arts Commission believes that there is monetary value attached to the artistic work of the Poet Laureate.
- In addition, because the Arts Commission is relying upon the poet to write poetry and attend functions, and recognizes that there may be additional costs the Poet Laureate would bear in carrying out the duties of the position, the Arts Commission recommends that the Poet Laureate should be compensated with an honorarium of up to \$500 per year subject to the availability of funds which would be through private sources such as donations, grants and sponsorships. The amount of remuneration, the terms and timing of payment shall be solely within the discretion of the Commission, subject to the \$500 per year cap.

CERTIFICATION AND SIGNATURE PAGE

I certify that:

1) All the works submitted for consideration and all works composed as part of the Poet Laureate program were and will be created solely by me as the applicant;

2) I agree to submit my application on or before the deadline established by the Committee and acknowledge that if my application is not received by the deadline it will not be considered;

3) I agree to all the terms and conditions of the Poet Laureate Program which are set forth in the Application and which may, from time to time, be amended or revised by the Commission;

4) I agree that I shall not pursue any legal remedy against the Commission members, the City, its agents or employees arising out of the appointment, the failure to appoint, any termination of the program, or exercise by the City or the Commission of the terms of the Poet Laureate Program;

5) I am at least twenty-one (21) years of age;

6) I am either:

___ a current resident of the City of Somers Point and have resided in the City for at least two (2) years: or

__ I am currently employed in the City of Somers Point and have been employed in the City for at least two (2) years;

7) If appointed, I commit to completing the term of the appointment but acknowledge that if I do not continue to be a resident of or employed within the City of Somers Point I shall give notice to the Commission and shall withdraw from the position;

8) I acknowledge and agree that the appointment of a Poet Laureate does not create an employer / employee relationship. The Poet Laureate will be an independent contractor with control over his / her work:

9) The Commission reserves the right to review all poems presented by the Poet Laureate prior to public reading or publication;

10) The Commission reserves the sole right to revoke the appointment or to terminate the program at any time for any reason, with or without cause, upon an affirmative vote of a majority of the Commission members;

11) The position is an honorary appointment and the amount of remuneration, if any, and the terms and timing of payment are solely within the discretion of the Commission;

12) I grant to the City of Somers Point the right to record, publish and display all work produced during the tenure of the applicant; and I do further agree that no work produced by me as the Somers Point Poet Laureate will be published or publicly presented other than at an event approved by the Commission without the prior written consent of the Commission;

13) I have attached three (3) representative poems created solely by me.

14) If applicable, I have attached a statement explaining in detail the nature of my public recognition as a poet, including the source of the recognition.

15) I satisfy and I agree to accept all eligibility requirements set forth in the Application Terms and Conditions; and I do further certify that the information I have provided is true and correct.

Name (printed) _____

Signature _____

Date _____

SOMERS POINT POET LAUREATE APPLICATION

CHECKLIST

PLEASE REVIEW AND COMPLETE PRIOR TO SUBMITTING YOUR APPLICATION

__ Cover letter (typed) stating your interest in the Poet Laureate Program and why you believe you will be the best person for that position.

__ Application page (resident or employment information, date of birth, contact information, etc.)

__ Resume that includes biography with references to printed or published work; membership in poetry organizations, education and degrees held (earned or honorary)

__ Three (3) of your original poetry works which are representative of the style, form and content you propose to produce for public presentation during your appointment

__ A list of all publications (including electronic and internet) in which your poems have been published together with the date(s) of each such publication

__ If you have been publicly recognized for your poems, please attach a statement explaining in detail the nature of such recognition, including the source of the recognition

__ Signature page with Certification

THE CITY OF SOMERS POINT ARTS COMMISSION THANKS YOU FOR YOUR INTEREST IN THIS PROGRAM