



POET LAUREATE AND STORYTELLERS PROGRAM GUIDELINES

Culture & Events
Parks, Recreation and Culture, and Facilities
City of Windsor

Mailing: 2450 McDougall St. Windsor, ON. N8X 3N6
Physical: Gatehouse at Willistead Park. 1899 Niagara St. Windsor, ON. N8Y 1K3
P: 519-253-2300 • E: culturalaffairs@citywindsor.ca • W: citywindsor.ca

GENERAL INFORMATION

Mission and Vision for CULTURE in the City of Windsor

Vibrant. Creative. Diverse. Collaborative. Telling *Our* Stories... Sharing *Yours*. The City of Windsor will be a creative and vibrant community that encourages artistic expression, culture-led economic revitalization, heritage preservation, and the celebration of cultural identity and diversity. The City will act as a catalyst and facilitator to ensure the provision of a range of affordable and accessible opportunities for engagement in cultural activities, services, initiatives and facilities as we work together to build up a base of unique cultural assets and experiences for residents, visitors, investors and businesses.

We work in the arts, culture and heritage sectors... the *creative community*. Culture is alive and thriving in our City, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

Mission and Vision of the Poet Laureate and Storytellers Program

The City of Windsor’s Poet Laureate and Storytellers program aims to be a model for Canadian communities for what is possible with a truly innovative, responsive and engaging program to celebrate the literary arts through the written and spoken word. Creators appointed to posts in the program will share stories through poetry, literature, spoken word and oral-history, and even music and the performing arts to a wide and appreciative audience, thus strengthening the public’s relationship to the literary arts, storytelling, culture and heritage.

Through the positions of **Poet Laureate Emeritus**, **Poet Laureate**, **Youth Poet Laureate**, **Indigenous Storyteller**, and **Multicultural Community Storyteller**, the program will showcase diverse, important, relevant and creative literary artists through innovative events and initiatives that connect the community to the program.

Windsor’s Poet Laureate and Storytellers program seeks to celebrate the contributions of literary and spoken word artists to the cultural life of our broader community, and to meet the needs of the culturally-rich, diverse, and evolving community in Windsor. Through this program, we are able to gather, preserve and share the unique Windsor stories that shape our community, today and into the future.

POET LAUREATE POSITIONS

Poet Laureate Emeritus Position Information – Marty Gervais

The Poet Laureate Emeritus is an honorary role within the Poet Laureate and Storytellers program. The position will be held in perpetuity by Marty Gervais, Windsor’s inaugural poet laureate, who is credited with helping to shape the successful program through two consecutive terms as Poet Laureate. Marty Gervais lent credibility to the program and increased public awareness of, and engaged with the literary arts and Windsor’s creative community by committing to a mandate of telling Windsor’s story. Since being appointed Poet Laureate Emeritus, Marty Gervais has continued to support the program by partnering with the Poet Laureate, mentoring the Youth Poet Laureate, working with local schools to engage young poets, supporting emerging and mid-career poets through the writing and publication of their works, participating in key City initiatives connected to poetry and the literary arts, and by organizing and participating in several high-profile programs and events, including the annual *Poetry at the Manor* that welcomes poets laureate from across Canada to present to Windsor audiences.

Duties, Roles and Responsibilities of the Poet Laureate Emeritus:

The duties of the Poet Laureate Emeritus include:

- To serve as an ambassador for poetry, literature, literacy, and the literary arts;
- create artistic work that reflects Windsor’s people, places, sites, identity, and/or the life of the city;
- produce at least one original work for specific events or occasions identified by the City each year;
- make public presentations of their work at least once a year;
- work with City Administration and the current Poet Laureate and Storytellers program team to produce at least one poetry event a year;
- participate in the literary life of the City to raise the visibility of literacy, poetry, and spoken word; and
- be willing to mentor those serving in the Poet Laureate and Storytellers program.

Term: The Poet Laureate Emeritus is an honorary term, held in perpetuity.

Honorarium & Funding: The Poet Laureate Emeritus will receive \$1,000 per year as an honorarium, payable in two installments, one at the start of the term, and one at the mid-point of the term. The Poet Laureate Emeritus will also have access to funding for initiatives through the Culture Operating Budget, in consultation with Administration.

The position of Poet Laureate Emeritus is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the Poet Laureate and Storytellers program and projects set forth within the program, and is not intended to cover living costs.

City of Windsor's Poet Laureate and Storytellers Program Guidelines and Process

Poet Laureate Position Information

The Poet Laureate position will serve to honour a poet (aged 25 years and older) who writes excellent poetry and focuses on themes that are relevant to the people who live in the City of Windsor. This poet will serve as an ambassador for the arts, culture and heritage sectors in the City of Windsor, and help to celebrate poetry and the arts – particularly the literary arts. As an ambassador for poetry and literature, the Poet Laureate will be invited to attend municipal events to share works and raise the profile of the literary arts in Windsor.

Duties, Roles and Responsibilities of the Poet Laureate:

The duties of the Poet Laureate include:

- To serve as an ambassador for poetry, literature, literacy, and the literary arts;
- create artistic work that reflects Windsor's people, places, sites, identity, and/or the life of the city;
- produce at least three original works for specific events or occasions identified by the City each year;
- make public presentations of their work at least three times a year;
- work with City Administration to produce at least one poetry event a year;
- participate in the literary life of the City to raise the visibility of literacy, poetry, and spoken word; and
- be willing to mentor the Youth Poet Laureate as part of their shared term length.

Term: The City of Windsor Poet Laureate will serve in the position for a period of approximately four years.

Honorarium: The Poet Laureate will receive \$2,500 per year as an honorarium, payable in three installments, issued on a quarterly basis. The Poet Laureate will also have access to funding for initiatives through the Culture Operating Budget, in consultation with Administration.

The position of Poet Laureate is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the Poet Laureate and Storytellers program and projects set forth within the program, and is not intended to cover living costs.

Youth Poet Laureate Position Information

The Youth Poet Laureate position will serve to honour a youth poet (aged 14 to 24 years), who writes excellent poetry and focuses on themes that are relevant to youth who live in the City of Windsor. This poet will provide a strong youth voice, and will reach out to other youth to inspire interest in poetry and the arts – particularly the literary arts. As an ambassador for youth, poetry, language and the arts, the Youth Poet Laureate will be invited to attend municipal events to share works and increase engagement of youth with the arts.

Duties, Roles and Responsibilities of the Youth Poet Laureate:

The duties of the Youth Poet Laureate include:

- To serve as an ambassador for youth, poetry, literature, literacy, and the literary arts;
- create artistic work that reflects Windsor's young people, places, sites, identity, and/or the life of the city's youth;
- produce at least two original works for specific events or occasions identified by the City each year;
- make public presentations of their work at least two times a year;
- work with City Administration to produce at least one community youth poetry event a year;
- participate in the literary life of the City to raise the visibility of youth, literacy, poetry, and spoken word; and
- be willing to be mentored by the Poet Laureate during their shared term length.

Term: The Youth Poet Laureate will serve in the position for a period of approximately two years.

Honorarium: The Youth Poet Laureate will receive \$1,000 per year as an honorarium, payable in two installments, one at the start of the term, and one at the mid-point of the term. The Youth Poet Laureate will also have access to funding for initiatives through the Culture Operating Budget, in consultation with Administration.

The position of Youth Poet Laureate is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the Poet Laureate and Storytellers program and projects set forth within the program, and is not intended to cover living costs.

INDIGENOUS STORYTELLER POSITION

Indigenous Storyteller Position Information

The Indigenous Storyteller position will serve to honour an Indigenous storyteller (aged 25 years and older) who is recognized and respected by their community as a storyteller creating and presenting through the art of storytelling, in traditional and contemporary ways, utilizing spoken word, oral-history, music, dance, performing arts, etc. The Indigenous storyteller will work to instill a knowledge of the mind, body, and soul in connection to the earth through stories that are rooted in the land and have the capacity to convey entire histories and worldviews in interactive, educational, and immersive ways. As an ambassador for Indigenous peoples, communities, and the arts, the Indigenous storyteller will be invited to attend municipal events, to share works, and to engage in initiatives that provide opportunities to build cultural awareness, meaningful relationships, and new audiences across ethnic and cultural borders.

Duties, Roles and Responsibilities of the Indigenous Storyteller:

The duties of the Indigenous Storyteller include:

- To serve as an ambassador for Indigenous peoples, communities, traditional and contemporary storytelling, and interpretation and sharing of oral history;
- create artistic work that reflects – through storytelling, music, dance, the performing arts, etc. – Windsor's Indigenous peoples, communities, places, sites, identity, and/or the life of the city's Indigenous communities;
- produce at least two works for events/occasions identified by the City each year;
- make public presentations of their work at least two times a year;
- work with City Administration to produce at least one community project a year;
- participate in the cultural and artistic life of the City to raise the visibility of and increase inclusion for Indigenous peoples and communities; and
- be willing to work and present alongside others serving in the program during their shared term length.

Term: The City of Windsor's Indigenous Storyteller will serve in the position for a period of approximately two years.

Honorarium: The Indigenous Storyteller will receive \$2,000 per year as an honorarium, payable in two installments, one at the start of the term, and one at the mid-point of the term. The Indigenous Storyteller will also have access to funding for initiatives through the Culture Operating Budget, in consultation with Administration.

The position of Indigenous Storyteller is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the Poet Laureate and Storytellers program and projects set forth within the program, and is not intended to cover living costs.

MULTICULTURAL COMMUNITY STORYTELLER POSITION

Multicultural Community Storyteller Position Information

At the heart of a city build on the value of inclusion and the principle of mutual respect, are the stories of the individuals and families that make up Windsor’s tapestry. They are stories of Indigenous, African, French, Italian, Indian, Muslim, Polish, Asian individuals and families, to name just a few, who call the City of Windsor home. The Multicultural Storyteller position will serve to honour a Multicultural storyteller (aged 25 years and older) who is recognized and respected as a storyteller creating and presenting through the art of storytelling, in traditional and contemporary ways, utilizing spoken word, oral-history, music, dance, performing arts, etc. As a member of one of the over 100 cultures present in the City of Windsor, the Multicultural storyteller will work to create a more welcoming and inclusive community by sharing diverse cultures, experiences, traditions, and stories that help to celebrate our differences and similarities. As an ambassador for Windsor’s rich and diverse community, the Multicultural storyteller will be invited to attend municipal events, to share works, and to engage in initiatives that provide opportunities to build cultural awareness, meaningful relationships, and new audiences across ethnic and cultural borders.

Duties, Roles and Responsibilities of the Multicultural Community Storyteller:

The duties of the Multicultural Community Storyteller include:

- To serve as an ambassador for Windsor’s diverse and multicultural communities, and of traditional and contemporary storytelling;
- create artistic work that reflects – through storytelling, music, dance, the performing arts, etc. – Windsor’s diverse people, places, sites, identity, and/or the life of the city’s multicultural communities;
- produce at least two works for events/occasions identified by the City each year;
- make public presentations of their work at least two times a year;
- work with City Administration to produce at least one community project a year;
- participate in the cultural and artistic life of the City to raise the visibility of and increase inclusion for multicultural peoples and communities; and
- be willing to work and present alongside others serving in the program during their shared term length.

Term: The City of Windsor’s Multicultural Community Storyteller will serve in the position for a period of approximately two years.

Honorarium: The Multicultural Community Storyteller will receive \$2,000 per year as an honorarium, payable in two installments, one at the start of the term, and one at the mid-point of the term. The Multicultural Community Storyteller will also have access to

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funding for initiatives through the Culture Operating Budget, in consultation with Administration.

The position of Multicultural Community Storyteller is an honour bestowed and does not represent a position of employment with the Corporation of the City of Windsor. This honorarium is intended to support the Poet Laureate and Storytellers program and projects set forth within the program, and is not intended to cover living costs.

Eligibility Requirements for ALL Program Positions

Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller candidates must all:

- Be nominated, OR self-nominate (apply) to serve in the role;
- meet the age requirements as outlined;
- be a resident of the City of Windsor;
- be a recognized poet, spoken word artist, or storyteller with an established or developing body of work;
- be recognized for having a keen interest in poetry or storytelling and the literary and performing arts;
- have the ability to be an ambassador for literacy, poetry, storytelling, writers, spoken word artists, and the literary and performing arts; and
- be willing to fulfill the duties and responsibilities of the positions as outlined.

Nomination/Application Process for ALL Program Positions

All candidates must complete the Poet Laureate and Storytellers Program Submission Form. This form can be downloaded at www.citywindsor.ca.

Nomination/Application packages **may be submitted either as hard copies or electronic copies via email.**

Hard copy submissions must be sent by mail/courier to the City of Windsor's Culture Office.

Electronic copies must be sent via email to culturalaffairs@citywindsor.ca.

Either hard copies **or** electronic copies of all completed required forms, along with supporting materials must be received by the City of Windsor's Culture Office no later than 3:00 p.m. on the submission deadline date. **Late submissions will not be accepted or assessed.**

Candidates will submit:

For Poet Laureate positions:

- Completed and signed Submission Form;
- Work sample(s) – not to exceed six pages;
- Resume or Curriculum Vitae (CV) – not to exceed two pages;
- Two Reference Letters in support of the nomination/application; and
- An explanation of what the nominee/applicant would do with their role as Poet Laureate or Youth Poet Laureate – not to exceed one page or 500 words.

For Storyteller positions:

- Completed and Signed Submission Form;
- Work sample(s) in the form of: documents, images, recordings, video files or links, web links, CD, audio files, etc.;
- Resume or Curriculum Vitae (CV) – not to exceed two pages;
- Two Reference Letters in support of the nomination/application; and
- An explanation of what the nominee/applicant would do with their role as Indigenous Storyteller or Multicultural Community Storyteller – not to exceed one page or 500 words.

Candidates must submit to only one of the available positions, and may not submit to more than one position simultaneously.

Submissions to the City of Windsor's Poet Laureate and Storytellers program are subject to the *Freedom of Information and Protection of Privacy Act*. The personal information is collected under the authority of the *Municipal Act, Section 10*.

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This personal information may be used for the purpose of processing the submission form and may become part of the public agenda at a City Council meeting or Committee meeting. Questions about this collection may be directed to the Manager of Culture & Events, 519-253-2300 ext. 2726 or by mail to:

Freedom of Information Coordinator
Office of the City Clerk, Room 530
350 City Hall Square West
Windsor, ON N9A 6S1

If someone is nominating a Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, or Multicultural Community Storyteller, **we ask that they inform the nominee in advance so that the nominee has adequate time to submit the supporting documents along with the package.**

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The Selection Committee

In order to continue to develop the Poet Laureate and Storytellers program in the City of Windsor, it is important to ensure that community partners and professional organizations be included in the selection process.

The Culture & Events department will oversee a committee for the nomination/application and adjudication process for the selection of a Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller.

Poet Laureate and Youth Poet Laureate Positions Selection Committee:

The committee will consist of at least five Windsor representatives, and *may* include:

- Windsor's Poet Laureate Emeritus;
- the current Windsor Poet Laureate;
- the current Windsor Youth Poet Laureate;
- an organization or individual member of the local literary arts community;
- a member of the staff of the Windsor Public Library;
- a local bookseller or publisher;
- a representative of the Arts Council Windsor & Region; and
- a member of City Council.

Indigenous Storyteller, and Multicultural Community Storyteller Positions Selection Committee:

The committee will consist of at least five Windsor representatives, and *may* include:

- Windsor's Poet Laureate Emeritus, Poet Laureate, or Youth Poet Laureate;
- the current Indigenous Storyteller;
- the current Multicultural Community Storyteller;
- an organization or individual member of the local Indigenous communities;
- a member of the staff of the Multicultural Council of Windsor and Essex County;
- a member of the staff of the Windsor Public Library;
- a member of the staff of Museum Windsor, specializing in Indigenous stories;
- a representative from the University of Windsor's Aboriginal Education Centre – Turtle Island; and
- a member of City Council.

All Poet Laureate and Storytellers program Selection Committee members will be selected by a panel to include the City of Windsor's Executive Director of Recreation and Culture; and one representative each from the City's Culture & Events department, Planning department, and Finance department.

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All Selection Committee members must keep application contents and assessment discussions confidential, and must not disclose that they have been selected as committee members. Names of committee members will be released with the results at the end of each selection process.

The City of Windsor is particularly concerned with potential conflicts of interest. There are two dimensions of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

A committee member is in direct conflict of interest with a particular application if they, or a member of their immediate family (spouse or equivalent, son or daughter, parent, sibling or members of the immediate household), has a *financial interest* in the success or failure of the application. Members of the candidate's immediate family would also be considered in direct conflict.

A committee member is in direct conflict of interest with a particular application if they have a *private interest* in the success or failure of the application. Members of the candidate's immediate family would also be considered in direct conflict. A private interest also includes affiliations or activities that compromise or unduly influence decision making.

Any reason that makes it difficult for a committee member to evaluate an application objectively may create an indirect conflict of interest.

The City will strive to choose committee members who are not in direct conflict of interest with any of the applications being assessed. If a direct conflict of interest becomes apparent, the City will ask the committee member to stand down from the adjudication process. All committee members are asked to sign forms to identify conflicts of interest as a further means of documenting the integrity of the process.

Adjudication Process and Final Decisions

Once in place, the Poet Laureate and Storytellers Program Selection Committees will consider candidates' published works, supporting materials, artist resume, and reference letters.

Candidates will be evaluated on the basis of:

- Artistic experience and significant ability in composing poetry, storytelling, presenting oral-history, or using the performing arts as a tool for storytelling;
- contribution to the arts, culture and heritage community in Windsor;
- recognition within their peer community;
- strength of references; and
- ability to fulfill ambassadorial duties.

Poet Laureate and Storytellers Program Selection Committee members will review each application in terms of five (5) assessment categories. Each category has equal weight in assessment. Committee members will rate each category on a five (5) point scale:

- Excellent
- Very good
- Good
- Fair
- Poor

A candidate must reach a standard of **good** in all assessment categories in order to be short-listed and move on to the Interview Phase.

The short-listed candidates will be interviewed in person, or virtually, by the Poet Laureate and Storytellers Program Selection Committee, facilitated by Administration.

City Council, represented by the Mayor, will formally appoint all those selected to serve as Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, or Multicultural Community Storyteller at the end of any given selection round.

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Reporting

The Poet Laureate Emeritus, Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller will, from time to time, provide information requested by Administration for inclusion in program update reports for City Council.

The Poet Laureate Emeritus, Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller may, from time to time, be asked to appear before City Council, and may be asked to present work as part of that appearance.

At all events hosted by members of the Poet Laureate and Storytellers Program team, those serving in the roles will identify their position title and connection to the City of Windsor in an ongoing commitment to raising the profile of the program.

The Poet Laureate Emeritus, Poet Laureate, Youth Poet Laureate, Indigenous Storyteller, and Multicultural Community Storyteller do not speak on behalf of the Corporation of the City of Windsor. The ideas expressed by those serving in the roles at any given time will be considered their own, and not those of the Corporation of the City of Windsor.