



City of Malibu Poet Laureate

Call for Submissions

Deadline: January 25, 2019



The City of Malibu is pleased to announce the search for its second Poet Laureate candidate. This new program is supported by the Malibu City Council and Malibu Cultural Arts Commission. The selected candidate will focus on elevating the literary arts, both in Malibu and outside communities, while representing the City of Malibu for a two-year term. The application submission period will begin December 6, 2018 and will close on January 25, 2019.

Duties

The responsibilities of the Poet Laureate candidate will include, but are not limited to:

- Acting as the official Consultant in Poetry to the City of Malibu and the Malibu Library.
- Participating in and/or creating one Invitational each year.
- Representing Malibu at literary and poetry events.
- Working with the Laureate Committee to further the literary arts in local schools and as an advocate for poetry and written and spoken word.

Term and Agreement

- The Poet Laureate position is a two-year term that shall formally commence with a presentation at a pre-determined City Council meeting.
- The term of the Poet Laureate will begin on March 28, 2019 and conclude on March 27, 2021.
- The Poet Laureate will receive a stipend of \$2,000 annually.
- The candidate will be required to sign an agreement with the City of Malibu to be eligible to receive the stipend.

Application Criteria

1. The open call is for Malibu citizens and affiliates who take the City and its mission to heart.
2. Applications must be received during the open submission period of December 6, 2018 January 25, 2019. **Applications will be accepted until 4:00 PM (Pacific Standard Time) on January 25, 2019 at Malibu City Hall (23825 Stuart Ranch Road).**
3. A cover letter must be included with the application that addresses the following:
 - a. A detailed description of your affiliation to Malibu.
 - b. In what ways do you see yourself engaging with the Malibu community as an ambassador of poetry if chosen as the City's Poet Laureate?
 - c. In what ways have you supported and continue to participate in the poetry community of Malibu?
 - d. In what ways do you share an interest in the issues and elements contained in Malibu's Mission Statement (Mission Statement can be found under Malibu Municipal Code Section 17.02.030)?
4. Applicants must submit original published or unpublished poems or excerpts – up to five (5) poems, but no more than ten (10) pages. The poems must be submitted in 12 pt. Times New Roman font, single-spaced format.

5. Applicants must submit the required and completed application form.

- Online submissions: MalibuArtsandCulture.org/poet
- Mail or in-person: see page 5 (How to Apply)

Note: All works submitted shall be considered copyrighted and may not be copied or distributed publicly without the author's prior, written consent. All submission packages will be securely destroyed and/or made available for pick up once the application and selection process has been completed.

Nomination Process

In addition to the direct application procedure, Malibu residents may nominate a Malibu Poet Laureate candidate. To nominate an individual, the resident must complete the appropriate Malibu Poet Laureate Nomination Form and submit it by the nomination deadline, December 21, 2018. The City will then contact the nominee to inform them of their nomination; if the nominee wishes to pursue the nomination, then they will have until January 25, 2019 to provide the required application materials (see "Application Criteria").

Timeline

Application/Nomination Period Opens	December 6, 2018
Nomination Deadline*	December 21, 2018
Direct Application Deadline	January 25, 2019
Review Period	January to March 2019
Recommendation by Selection Committee	February 2019
Recommendation to Commission	February 2019
Approval by City Council	March 2019
Poet Laureate Term Begins	March 28, 2019

*For those who wish to nominate an individual in the Malibu community. This will allow time for the City to contact the nominee and receive a completed application by the deadline of January 25, 2019.

Selection Process

1. All submissions will be reviewed by a selection panel consisting of members of the Malibu and Pepperdine University poetry and arts community. Depending on the number of submissions, there will be a minimum of three judges and a maximum of six.
2. The selection panel will base its decisions primarily on the following criteria:
 - a. The applicant's apparent potential as an ambassador for poetry.
 - b. The nature of the applicant's affiliation with Malibu and support of the City's Mission Statement.
 - c. The unique quality of the applicant's poetry sample.
3. If deemed necessary, the selection panel may require an in-person interview with the candidates.
4. The final candidate will be recommended to the Malibu Cultural Arts Commission then final approval will be determined by Malibu City Council in March.

How to Apply

Applications and nominations may be submitted in one of three ways:

- **Online** -- MalibuArtsandCulture.org/poet
Create a login and fill out the online application form then upload all required materials. You will receive confirmation that all documents were successfully submitted.
- **By mail** -- download the proper form at MalibuArtsandCulture.org/poet. If filing a direct application, you must include the completed application, a copy of your original poetry, and the required cover letter in a sealed envelope addressed to:
City of Malibu
Attn: Kristin Riesgo
23825 Stuart Ranch Rd.
Malibu, CA. 90265
- **In person**: Deliver all required materials in a sealed envelope to the Community Services Department, Attention Kristin Riesgo at Malibu City Hall during regular city business hours.

For questions contact **Kristin Riesgo (310) 456-2489 ext. 350** or email KRiesgo@malibucity.org. Please do not send submissions directly to this email address. Additional details about the Malibu Poet Laureate program or the call for submissions process may be found at MalibuArtsandCultural.org/poet or MalibuCity.org/CAC.



City of Malibu Poet Laureate Application



Open Submission Period December 6, 2018 – January 25, 2019

To be considered as a candidate for the Malibu Poet Laureate, complete this application and return it with the other required materials. Incomplete or improperly prepared submissions will not be reviewed.

Name:			
Address:		City and Zip Code:	
Mailing Address: (if different from above)		City and Zip Code:	
Email Address:		Website:	
Phone Number:		Alternate Phone:	
Have you applied to be the City's Poet Laureate in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you served as a Poet Laureate in a different City, County, State, Organization, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes please list the organization's name.			

By signing the application form, you acknowledge that you are the original author of the submitted materials. You also confirm that you understand the position and are willing to adhere to the responsibilities of the Malibu Poet Laureate if selected.

Signature _____ Date _____



City of Malibu Poet Laureate Nomination Form



Nominations accepted December 6, 2018 – December 21, 2018

Malibu residents who wish to nominate a candidate for the position of Malibu Poet Laureate are asked to complete this form.

Note: The deadline for nominations is deliberately set before the direct applicant deadline because of the additional time needed to obtain the required applicant materials from the nominated individual.

Poet Laureate Nominee Information:

Name:			
Address:		City and Zip Code:	
Mailing Address: (if different from above)		City and Zip Code:	
Email Address:		Website:	
Phone Number:		Alternate Phone:	

Your Information:

Name:			
Residential Address:		City and Zip Code:	Malibu, 90265
Email Address:			
Phone Number:		Alternate Phone:	

By signing the Nomination Form, you acknowledge that you are a resident of Malibu and wish to nominate the above listed individual for the position of Malibu Poet Laureate.

Signature _____ Date _____