

# NEVADA POET LAUREATE GUIDELINES

Promoting the art of poetry, literacy, and learning throughout Nevada



The Nevada State Poet Laureate is a Governor appointed position. The Nevada Arts Council oversees the Poet Laureate selection process and submits qualified individuals to the Governor for final review and appointment. The role of the Poet Laureate is to propagate the art of poetry and encourage literacy and learning throughout the state.

## ELIGIBILITY REQUIREMENTS:

- Must be a current full-time Nevada resident and have been in residence for at least five years prior to the date of the application.
- Must be a U.S. citizen or have legal resident status.
- Must be at least 21 years old.
- Must not be enrolled as a degree-seeking student.
- Be able and willing to work statewide, including virtually and in-person.
- Have a strong body of work, but not limited to, published works.
- Have interest/experience in reaching distinct and underserved groups through the arts and humanities.
- Have strong program and project management skills.
- Requirement to undertake a public outreach project, the details of which will be mutually agreed upon with Nevada Arts Council after the gubernatorial appointment is made.

## NOMINATION PROCESS:

Nominations for the Nevada State Poet Laureate can be submitted through a [Nevada Arts Council form](#). Self-nominations are accepted. To nominate a candidate, complete the following information:

1. Provide Nominee name and contact information
2. Provide Nominator name, contact information, and title
3. Confirm that Nominator has met with Nominee, that both parties have reviewed the guidelines, and that the Nominee agrees to the nomination
4. Provide A short paragraph of support about the Nominee

**Once the nomination has been received and reviewed, a link will be sent to the nominee to provide support materials. Please note the Applicant Support Material Deadline in the box above.**

### NOMINATION PERIOD

November 1<sup>st</sup>, 2023 at 8:00 am P.T. to November 30<sup>th</sup>, 2023 at 5 pm P.T.

### APPLICANT SUPPORT MATERIAL DEADLINE

December 31<sup>st</sup>, 2023 at exactly 5 pm P.T.

### ELIGIBILITY SNAPSHOT

Individual Poet, NV Resident, 21 years or older, non-student

### LENGTH OF TERM

Two Years (from date of appointment)

### STAFF CONTACT

Sapira Cheuk  
Artist Services Specialist  
[scheuk@nevadaculture.org](mailto:scheuk@nevadaculture.org)  
702-486-3744

Stephen Reid  
Artist Services Specialist  
[sreid@nevadaculture.org](mailto:sreid@nevadaculture.org)  
775-687-7108

## NOMINEE APPLICATION AND SUPPORT MATERIALS:

1. For proof of age, A legible photo of your valid (unexpired) Nevada Driver's License
2. Proof of five (5) years of Nevada residency.
3. Brief Biography AND Artist Resume that shows a history of publications, public presentations, and performances (click [HERE](#) for details and samples of Artist Résumés and Biographies)
4. **Two (2) Letters of Recommendation** - Letters should answer the following questions and be limited to two pages in length:
  - a. What sets this candidate apart as a poet?
  - b. How has this poet exhibited leadership in poetry, the arts, and creativity (i.e., programs, projects, outreach, and advocacy)?
  - c. Has this poet demonstrated a commitment to engaging distinct and underserved voices and perspectives in their outreach work?
5. **Narrative Questions** - Describe your work as a poet and your interest in the role of Nevada State Poet Laureate. Please be sure to include responses to the following questions:
  - a. What experience (work, projects, events) have you had promoting poetry to the general public?
  - b. How does your work advance or promote Nevada?
  - c. Discuss your commitment to, and history of, working collaboratively to expand audiences for poetry, develop new writers, and promote the work of poets from diverse backgrounds.
6. **Supporting Documentation** - Three (3) work samples and one (1) video recording of a reading.
  - a. **Three Work Samples:** including at least one published sample (excluding self-publication). The remaining two samples can be unpublished poems, written or performed (up to four pages each), an excerpt of a longer poem can also be used.
  - b. **One Video Recording of Reading:** Video or link are accepted.  
You may submit links or upload samples of your work directly (acceptable file types are PDF, MP4, MOV, and WMV). Do not submit links to sites that require downloading (e.g., Dropbox). Video samples may not exceed 10 minutes total. Each distinct item of material/work should be a separate file/link.

## REVIEW CRITERIA

- Artistic excellence in poetry (5 pts)
- Established history of leadership, collaboration, and community involvement in the literary arts (5 pts)
- Ability to engage the public through events and activities that promote awareness of poetry (5 pts)
- Demonstrated engagement with diverse communities (5 pts)

## SELECTION PROCESS

The Nevada Arts Council will assemble a selection committee representing an impartial and diverse

group of qualified poets, educators, and arts and humanities specialists from across the state. Upon completion of the adjudication process, the committee shall present their recommendation of the ranked finalists to the Governor for final review and appointment.

Panelists on the selection committee are required to disclose all known conflicts of interest with any grant applicant and abstain from the discussion and scoring of the specified applicant(s). A conflict of interest shall be deemed to exist if a panelist, or any member of a panelist's immediate family:

1. Has direct involvement in the operation, management, or serves on a board of directors or trustees of an applicant
2. Has direct ownership or investment interest in an applicant
3. Is employed by or volunteers for an applicant
4. Receives, or has the right to receive, directly or indirectly, remuneration pursuant to any arrangement for compensation with an applicant

Applicants must refrain from contacting panel members before or during the panel meeting process. Applicants are not required to attend panels, nor will absence from these meetings prejudice application review.

## **IN-PERSON APPEARANCES/TRAVEL EXPECTED**

A minimum of two in-person readings targeting a variety of cultural communities and geographic areas of the state per quarter, including Governor's inauguration, Nevada Arts Council conferences, Governor's Global Tourism Summit, Nevada State Poetry Out Loud Finals, and other events to be determined. Laureates are encouraged to gather requests for participation in events and consider them in cooperation with Nevada Arts Council on an agreed upon timeline when setting their schedule.

## **PROJECT**

The Nevada Poet Laureate will be expected to undertake a significant cultural project during his or her term. The Poet Laureate will engage a variety of constituencies, enriching the lives of residents by sharing and promoting poetry through public appearances, readings, workshops, and digital and social media. The scope and budget of the project will be determined in collaboration with the Nevada Arts Council staff after appointment.

## **ADMINISTRATIVE SUPPORT**

The Nevada Arts Council will commit to:

- Assistance with outreach and communications
- Promote and support virtual/in-person readings through the Nevada Arts Council's marketing resources.
- Access to and assistance with the agency's online conferencing and meeting platforms.
- A platform for program evaluation and data collection to gather event attendance, audience demographics, and feedback

# NEVADA POET LAUREATE GUIDELINES

Promoting the art of poetry, literacy, and learning throughout Nevada



Laureates will be asked to:

- Manage their booking calendars
- Manage webinars and online conferencing logistics on a day-to-day basis
- Assist with the collection of program data related to event attendance, audience demographics and feedback
- Promote their involvement within their networks, exposing new audiences to Nevada Arts Council programs

## **RECOGNITION**

The Nevada Poet Laureate will be awarded a \$5,000 Artist Project Grant each year to offset the cost of travel to public engagements and to fund the two-year project requirement. This grant also serves to acknowledge and recognize the Nevada Poet Laureate's time and talents. *Compensation from the Nevada Arts Council may be considered taxable income.*

## **HOW TO APPLY**

Complete application questions and submit all required support material online at:

<https://nevadaartscouncil.submittable.com/submit>

*\*If you need translation or language assistance, please contact the Grants Program at [grants@nevadaculture.org](mailto:grants@nevadaculture.org).*