

**City of Dublin**  
**Guidelines for the Poet Laureate & City Historian**

Approved November 3, 2020

**Poet Laureate**

**Overview**

The Poet Laureate serves as a public advocate for the appreciation and advancement of literary arts in the City of Dublin.

**Duties**

- Create and read poetry for civic events, public ceremonies, and dedications, as coordinated through City Staff.
- Serve as a resource to Staff, the City Council, and the Commission; may act as a liaison between the City and local schools, literary organizations, and bookstores.
- Assist with the development of classes and workshops devoted to poetry; potentially coordinate and participate in staged poetry readings.
- On an annual basis, have at least one original poem displayed in a City facility.

**Qualifications**

- Be a Dublin resident; at least 18 years old.
- Be the author of published poetry or be willing to publish poetry during the term if selected.
- Be ready to serve a two-year term with no compensation.
- Affiliation with literary organizations is preferred but not necessary for appointment to the position.

**Service Term**

The selected Poet Laureate will serve a term of two years, beginning with City Council appointment at a public meeting. A term may be renewed upon submittal of a new application, unless or until a new Poet Laureate applies and is appointed. A Poet Laureate shall be limited to four two-year terms.

**Application Process**

Between October and December of the year prior to the formal appointment by the City Council, applicants will be required to submit the following:

- An application.
- A letter of interest, including what the applicant would like to accomplish if selected as Dublin's Poet Laureate.
- Two original poems.
- A resume including a list of published poetry or other evidence of a body of original work (published or unpublished).
- Attend a scheduled Commission meeting to read one original poem to commission.

**Selection Process**

If more than two applications are received, a Selection Committee coordinated by the Heritage and Cultural Arts Manager will review all applications and submit the top two choices to the Heritage and Cultural Arts Commission for final recommendation. The Selection Committee could include:

- Heritage and Cultural Arts Commissioner
- Las Positas English Department Representative

- Dublin High School English Department Representative
- Local creative writing professional or instructor
- City Staff person appointed by the City Manager's Office (e.g., Heritage and Cultural Arts Manager or Parks and Community Services Director)

The Heritage and Cultural Arts Commission will present their preferred Poet Laureate to the Mayor for recommendation to the City Council. Following City Council approval, the Poet Laureate will formally begin the two-year term in January of each appointment year.

### **City Historian**

#### Overview

The City Historian will assist researchers, students, librarians, and members of the public and press in accessing resources for historical information.

#### Duties

- Maintain, add to, and facilitate access to City historical records.
- Respond to inquiries regarding the City's past.
- Serve as a resource to Staff, the City Council, and the Heritage and Cultural Arts Commission; may act as a liaison between the Commission and local schools, genealogical groups, and members of the media and the public.

#### Qualifications

- A demonstrated interest in the history of the City of Dublin, including participation in City Commissions, Committees, and other activities.
- A demonstrated ability to maintain records.
- Skilled in public speaking.

#### Service Term

The selected City Historian will serve a term of four years, beginning with City Council appointment at a public meeting. A term may be renewed, upon submittal of a new application, unless or until a new City Historian applies and is appointed.

#### Application Process

Between October and December of the year prior to the formal appointment by the City Council, applicants will submit the following to the Heritage and Cultural Arts Commission:

- An application.
- A letter of interest, including what the applicant would like to accomplish if selected as Dublin's City Historian.
- A resume of positions held and/or activities related to the position of City Historian.

#### Selection Process

Review of applications and selection of the City Historian will be recommended by the Heritage and Cultural Arts Commission, who will put forward a maximum of two applicants to the Mayor. The Mayor will recommend final appointment for approval by the City Council, with the City Historian formally beginning the four-year term in January of each appointment year.