



Poet Laureate Nomination Policy & Process

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www.cityofmadison.com/arts



2022 Madison Bus Lines Celebration at Pinney Library, photo by Sonia Villalobos.

Pursuant to Resolution
Recognizing the honorary position of
Madison Poet Laureate.

Legislative File ID 08212,
Adopted 1/8/2008

The position of the Madison Poet Laureate:

- Celebrates and recognizes the role of poetry and the arts in City culture, and what poetry contributes to the vitality of the City's culture.
- Formally honors a poet for their civic contribution to Madison through public participation in our regional literary community.
- Serve as a representative and advocate for diverse populations that exist within our City, and thereby gives voice and a public face to the importance of poetry.

Poet Laureate Selection Process

Nomination Deadline:

12:00 pm
Wednesday, September 27, 2023

Nomination Application:

[Submit a nomination form here](#)

From early August until September 27, 2023 the City of Madison will be accepting self-nominations and nominations for the next Madison Poet Laureate.

All nominations must be submitted through the [Airtable form here](#).

The nomination form will close at 12:00 pm (noon), September 27, 2023. The current Poet Laureate, along with members of the Madison Arts Commission (MAC), will review all nominations and make a recommendation. The recommendation, rationale for the recommendation, and supporting documents will be delivered to the Mayor's office two months prior to the current Poet Laureate's retirement. The Mayor's appointee will then be confirmed by Common Council. Because the Poet Laureate will work with and mentor youth poets, a background check will be required.

Based on the recommendation of MAC and the Poet Laureate, the Mayor shall appoint a new Poet Laureate for a term of two years. The appointment may be extended for an additional two years upon agreement between the Poet Laureate and the City.

If the Poet Laureate is not able to complete a full term, the Madison Arts Commission shall again call for nominations for a replacement. The replacement Poet Laureate will serve a full two-year term with an opportunity to extend.



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Roles and Commitment

The Poet Laureate will advance the role of poetry and the arts in Madison by:

1. Giving a reading at a special event at the beginning of their two-year term.
2. Attending city, library and school functions as needed.
3. Providing staff with a poem for promotional and educational use.
4. Presenting an annual update on programs at each January MAC meeting.
5. Guiding City of Madison initiatives that promote poetry, including:
 - i. Serving as an advisor to the Metro Bus Lines Poetry program.
 - ii. Scheduling quarterly poetry readings at Common Council meetings.
 - iii. Organizing an annual poetry reading at the Madison Public Library.
 - iv. Overseeing the annual selection of the Youth Poet laureate, mentoring them throughout their term, and coordinating their required readings.
6. Composing a summary of their experiences during their term (workshops, readings, competition judging, publications, etc.) to help improve the position and/or the appointment process.
7. Creating an “occasional poem” (i.e., a poem written in honor of a special occasion) or performing a reading, upon request, from the City or other Madison organizations.
8. Working to ensure that a qualified poet is appointed as their successor.

The Poet Laureate is a volunteer, not a City employee or City official. The role includes a minimum \$1,500/year stipend to cover costs associated with the above programs.

Nomination Materials

Selection is based on the poet’s involvement and commitment to the Madison poetry community, literary excellence, and continued pursuit of the craft, demonstrated by:

1. Six (6) to ten (10) poems from the nominee’s works.
2. Three (3) to five (5) page curriculum vitae (CV) that includes education, published works, performance history, and community involvement.
3. One (1) to three (3) page essay on why you want to be Poet Laureate, and how you will leverage connections to create opportunities & advance poetry in Madison.
4. Three (3) personal or professional references for the nominee.
5. Proof of the residency in Madison ([see here for acceptable documentation](#)).
6. A signed statement from the nominee that includes intent to accept the nomination and affirms that they plan to reside in Madison for the two-year term.

Nomination Process

- The Poet Laureate may be self-nominated or nominated by a community member.
- Nominations must be submitted by 12 pm (noon), September 27, 2023 using the [Airtable form here](#).
- Review and prepare your materials in advance. **The form cannot be saved.**
- You will receive confirmation of your submission via email within 72 hours.



2020-2024 Poet Laureate Angela Trudell Vasquez in front of ekphrastic poetry wall at Pinney Library

Questions?

Email Madison Arts Staff at madisonarts@cityofmadison.com