DEPARTMENT OF COMMUNITY DEVELOPMENT
815-724-4040

CITY OF JOLIET

150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

MARCH 12, 2024

CITY OF JOLIET

ADDENDUM NO. 1

TO: PROSPECTIVE CONSULTANTS SUBMITTING AN RFQ FOR POET LAUREATE 2024-2026

THE ATTENTION OF ALL PROSPECTIVE CANDIDATES ON THE ABOVE REFERENCED PROJECT IS CALLED TO THE FOLLOWING LISTED MODIFICATION IN THE CONTRACT DOCUMENTS:

1. The application linked in the RFQ has fixed the following cells: “Name,” “ What would you do to champion the art in Joliet.”

2. The link to the updated form is https://www.joliet.gov/home/showdocument?id=34541&t=638457669930848089

ACKNOWLEDGE THE RECEIPT OF THIS ADDENDUM WITHIN YOUR ELECTRONIC SUBMITTAL EMAIL.

Ray Heitner
City Planner- Arts Commission Liaison
Phone: (815) 724-3913

City of Joliet Request for Qualifications (RFQ)

CALL FOR Joliet POETS – Joliet Arts Commission Competition Post

Opens: February 12, 2024 Post Closes: March 31, 2024 @ 11:59 PM

City of Joliet 2024-2026 Poet Laureate Request for Qualifications

The City of Joliet Poet Laureate is an honorary position established by the Joliet Arts Commission in 2024. The appointment works in conjunction with the Joliet Arts Commission, City Council, and Mayor of Joliet. The City of Joliet Poet Laureate promotes cultural awareness, literacy, and literature among city residents of all ages.

Requirements/Qualifications:

- Poet must live in the City of Joliet for no less than one year and continue to live in the city throughout the appointment.
- Poet should have developed a publication history in a variety of media (books, journals, websites, etc.); received recognition in the field, and be able to demonstrate literary excellence.
- Poet must be 18 years of age and older.
- Poet must be able to present original works for the established selection procedure.
- Poet must be able to be physically present at all required events and readings, as determined by the City's Cultural Affairs Manager.

Duties:

- Create two original works for and about Joliet.
- Read poems created especially for the event at ceremonial occasions (examples could include at the unveiling of a new building or bridge that will benefit the community), at City Council or other public meetings, or the opening of cultural events or celebrations.
- Champion the art of poetry and the spoken word in the city in person and on social media.
- Encourage appreciation of the art form and creative expression by a wide range of city residents, including youth.
- Celebrate the city's cultural heritage.
- Attend literary and other cultural events in the city as appropriate.

- Give five (5) public readings and workshops that are free and open to the public, including visits to schools and/or events for young people during each year (10 total) of the laureateship term.

Length of Term: Two years Beginning July 1, 2024, through June 30, 2026.

Honorarium: $6,000 for the two-year term of service. The City intends to pay $1,500 for every six months of service, after review. Note, the honorarium is subject to the City's continued receipt of grant funding for this project and is not guaranteed throughout the term of service.

Sample Timeline:

February 12 – Call for Nominations

April 1 – Deadline for nominations to be received

April 30 – City Poet Laureate Finalists contacted for reading of "Joliet"

May 16 – Finalist reading to be held at the Joliet Public Library – Ottawa Street Branch

June 4 – Mayor Appoints the City Poet Laureate at the June 4 City Council Meeting

July 1 – City Poet Laureate term begins through June 30, 2026

Entry Rules:

Applications must include the following:

- Artist Statement and Biography, maximum 250 words.
- Artist Intent - What are some of your goals if awarded the role of the City of Joliet Poet Laureate.
- Submit 5-7 original poems, ten pages, total. One of the poems should explore the theme "Joliet".
- Must be a City of Joliet resident.
- List of 2 references.

Interested applicants should submit applications via email to **rheitner@joliet.gov. Find**

the fillable application HERE. All applications must be submitted no later than 11:59 p.m. on March 31, 2024.

Selection Process:

- The selection process will consist of two-phases. After an initial screening of eligible applicants, the Laureate Selection Panel will evaluate all entries and choose its top candidates.

- The Selection Panel will then hold a poetry reading with the final candidates to be held at a branch of the Joliet Public Library.

- Candidates may be answering questions related to how they will Poet Laureateship.

- Candidates must be present to give reading at the scheduled date.

- The Reading will take place **on May 16, 2024**.

- The winning Laureate will be placed on the Selection Panel for the following Poet Laureate term.

The Finalists will be reading their original created poem based upon the title: Joliet

Notification:

Finalists will be notified in early April if they have advanced to the Reading stage. The Finalist Showcase **(May 16, 2024, at the Joliet Public Library Ottawa Street Branch)**.

Intellectual Property:

All writings, notes, and original materials produced by the Poet Laureate during the tenure as the Poet Laureate shall remain the property of the Poet Laureate. However, the City of Joliet will have the right to reproduce these works.

Contact & Accommodations

For further information, or if you need accommodations or assistance with your application, please contact Ray Heitner, staff liaison to the Joliet Arts Commission at rheitner@joliet.gov.