

## EXHIBIT 1 SCOPE OF SERVICES

### PURPOSE

Under the guidance and direction of the Director of Community Services or his designee, the Poet Laureate is responsible for commemorating specific civic events through composing and reading poetry and increasing the public's awareness of the benefits and importance of poetry and the literary arts. The Poet Laureate will work with Community Services staff to provide planning, program development, and subject matter expertise to formalize and document the Poet Laureate Program based on personal and professional experience from October 1, 2023 through September 30, 2025.

### TERM

Poet Laureate will serve a term from October 1, 2023, through September 30, 2025.

### STIPEND

The Poet Laureate will receive an annual stipend of \$3,500. Poet Laureate will be paid quarterly:

Q-2 (October 2023-December 2023)	\$875 invoice due December 1, 2023
Q-3 (January 2024- March 2024)	\$875 invoice due March 1, 2024
Q-4 (April 2024- June 2024)	\$875 invoice due June 1, 2024
Q-1 (July 2024-September 2024)	\$875 invoice due September 1, 2024
Q-2 (October 2024-December 2024)	\$875 invoice due December 1, 2024
Q-3 (January 2025- March 2025)	\$875 invoice due March 1, 2025
Q-4 (April 2025-June 2025)	\$875 invoice due June 1, 2025
Q-1 (July 2025-September 2025)	\$875 invoice due September 1, 2025

Quarterly payments made upon receipt of invoice via a City purchase order. Stipend is inclusive of all costs associated with the work of the Poet Laureate (advertising, supplies, materials, travel, per diem, meals, insurance, and travel expenses)

### RESPONSIBILITIES

- Serve as a public advocate for the appreciation and advancement of poetry and the literary arts with the understanding that a Poet Laureate speaks as a representative of the City when the message is approved in advance by the Director of Community Services; and will clearly differentiate professional role from personal opinions when speaking from a personal perspective.
- Represent the City at a minimum of six events as assigned by the Director of Community Services or his designee. Special consideration of large culturally relevant opportunities or other occasions where the community

comes together to commemorate significant milestones may be substituted as mutually agreed upon.

- Potential Targeted Public Events:
  - Literacy events
  - Celebration of Life of MLK
  - Grand Openings of Community Services Facilities
  - Black History Month
  - Pride Parade/Celebration
  - Mexican Heritage Center Special Event
  - Stockton Arts Week
  - Family Day in the Park
  - Earth Day
  - Music in the Park
- Place an emphasis in bringing poetry and the literary arts to the youth of the community by working with the Director of Community Services and Arts Commission to identify specific collaborative opportunities with local schools, libraries, and literary organizations.
- At the Direction of the Director of Community Services, identify potential poets who could be invited by the Community Services Department to perform at cultural performances sponsored by the Arts Commission.
- The Poet Laureate will assist Community Services staff to establish a written program for the Poet Laureate position, a historical summary, and prepare a planning process for the establishment of a succession plan for the future of the Poet Laureate position. The Poet Laureate will assist Community Services staff with revising specifications, and public outreach for the Poet Laureate program. Poet Laureate will also assist Community Services staff to establish a social media policy, approved Poet Laureate performance schedule, and quarterly report.
- The Poet Laureate will report a quarterly activities summary, annual schedule and meet on a monthly basis with Community Services to enhance communication with special event and staff.