

EXHIBIT A

PROJECT DESCRIPTION, SCOPE OF WORK, SCHEDULE, ACTIVITIES

PROJECT: Poet Laureate Program**PROJECT BACKGROUND AND DESCRIPTION STATEMENT**

The City of Costa Mesa City Council approved an Arts & Culture Master Plan in March of 2021. Goal three (3) of this plan outlines a plan to “Professionalize and elevate the status of Arts and Culture in City government and to boldly assert Costa Mesa’s ‘City of the Arts’ stature and brand, placing Arts & Culture front and center in all that the City does.” Part of this larger plan includes the appointment of an Artist Laureate, to be selected on an annual basis with an honorarium and public engagement responsibilities. In the first year of this program, the Poet Laureate Program will be implemented as a pilot program for the Artist Laureate Program, as approved by the City of Costa Mesa Arts Commission on February 1, 2024.

PROGRAM MISSION

To support local artists and to create an opportunity for them to showcase their talents, while contributing to a creative ecosystem in Costa Mesa. The Poet Laureate promotes the literary arts, while also increasing appreciation for the reading and writing of poetry and self-expression.

ARTIST Overall Responsibilities:

1. *Administration.* ARTIST agrees to responsibly handle all administrative duties in association with the program.
2. *Schedule.* ARTIST will adhere to the schedule provided by the City. Schedules are subject to change. The Arts Specialist will notify the ARTIST of schedule changes. Unless otherwise agreed in a written Agreement by and between the CITY and ARTIST, payment amount to the ARTIST shall not increase if schedule changes.
3. *Communication.* All communication by the ARTIST with CITY staff, community members and elected officials and their staffs must be coordinated through the Laurette Garner, Arts Specialist, (714) 754-5322 or laurette.garner@costamesaca.gov or with other Parks and Community Services staffers. ARTIST will review and provide comments on draft text and images for the Poet Laureate program and or the project for the CITY Parks & Community Services website and any print materials, such as postcards or brochures.
4. *Community Meetings/Networking Meetups.* ARTIST will arrange and meet with local community stakeholders to discuss potential collaborations.
5. *Two City Events.* ARTIST will attend at least two City events per year and be available to table and or host a poetry related activity (available events: Springfest, Scarecrow Festival, July 3rd, Snoopy House).
6. *ARTventure.* ARTIST will participate in ARTventure in the fall of each Fiscal Year- activities can be determined closer to the date.
7. *Two Workshops Per Year.* ARTIST will offer a minimum of two instructional workshops per Fiscal Year, in collaboration with a Costa Mesa library or use of a City Facility (Costa Mesa Senior Center, Norma Hertzog Community Center, Downtown Recreation Center) or Costa Mesa business.
8. *Two Poem Videos.* ARTIST will create poem videos that can be posted on City platforms (social media, YouTube, website).

9. *Arts Commission Meeting.* In the first Fiscal Year, ARTIST will present at an Arts Commission meeting to give an introduction and a brief biography.
10. *City Council Meeting.* ARTIST will present at one City Council meeting per Fiscal Year.
11. *6-12 Poems.* ARTIST will offer for the CITY's use, a selection of 6-12 of their own poems over the duration of their tenure. The CITY has the option, but not the obligation, to display some, all, or none of these poems in any manner deemed prudent by CITY. For example, CITY may display such material in Poetry Boxes situated in Costa Mesa's City Parks or at City facilities.

CITY Overall Responsibilities:

1. *Schedule.* CITY shall inform the ARTIST of changes to the schedule, especially those changes which impact upcoming events.
2. *Communication.* CITY will set and coordinate meetings between the ARTIST and other stakeholders, as needed to complete this scope of work. CITY shall provide for the ARTIST'S review, draft text and images of projects for the CITY's website and print materials, such as post-cards or brochures.
3. *Promotion and Outreach.* CITY will post information about all Poet Laureate related activities and events on CITY social media pages and through other CITY channels (YouTube, City Snapshot, The Spotlight, City calendars etc.).
4. *Media.* The CITY will coordinate inquiries from the media regarding the Poet Laureate program. CITY will share contact information of constituents around the city who may be essential to providing Poet Laureate activities and events.
5. *Non-Exclusive License.* The CITY has a perpetual non-exclusive license to publish all works provided by ARTIST to CITY. CITY has the option, but not the obligation, to publish such works in as many locations as CITY desires.
6. *City Approval Required.* If an activity (e.g., presenting poetry) is on the agreed Scope of Work, the material to be presented at the activity shall first be approved by the CITY. If the CITY declines to approve such material, ARTIST will provide alternate material acceptable to CITY. If ARTIST does not present CITY with material acceptable to CITY, the parties will meet in good faith to attempt to find a mutually agreeable solution, such as ARTIST presenting suitable material at another time and place agreeable to CITY, and at no additional cost to CITY. If the parties cannot agree, the CITY may terminate the agreement for cause.