

## Expression of Interest (Deadline: April 26, 2024)

### **Writer in Residence – September 16 to November 9, 2024 at the North York Central Library**

#### **Focus: Romance**

Toronto Public Library (TPL) invites applications from Canadian writers for the fall Writer in Residence (WIR) position based at the North York Central Library (5120 Yonge Street). The residency is an eight (8) week position which requires approximately 14 hours per week for creating and delivering six (6) engaging in-person programs and workshops, and one-on-one appointments from the general public to review submitted manuscripts. The remaining time is available for the WIR to work on their own writing project.

#### **Qualifications:**

- Canadian citizen, permanent resident of Canada.
- Minimum of two books in print, published by a professional publishing house.
- Active in the writing profession.
- Active online presence.
- Experience in teaching creative writing.
- Demonstrated understanding of the needs of aspiring writers.
- Experience successfully developing and delivering programs, workshops, readings.
- Working on or planning to work on a new project intended for publication.

#### **Applications must include:**

- Curriculum vitae or résumé, including teaching experience and a list of publications and completed projects.
- Three (3) detailed suggestions for workshops or programs on writing in the Romance genre.
- Sample of recent published writing in the Romance genre.
- Two current and relevant letters of reference.

**The WIR will have the following core responsibilities:**

- Create and deliver in-person programs (e.g. workshops, lectures, public readings, etc.) along with support materials.
- Meet in person (with the option of some phone meetings) with program participants one-on-one to evaluate submitted manuscripts.
- Participate in other activities as agreed.

**Requirements of the residency:**

- An 8-week residency from **September 16 to November 9, 2024**.
- 14 hours a week; flexible work schedule.
- Developing and delivering a six (6) in-person programs—structure and format to be agreed—at the North York Central Library.
- Reviewing manuscripts in advance of one-on-one meetings.
- Deliver one-on-one meetings with participants to review and provide feedback on manuscript submissions (in-person with the option to deliver some meetings by phone).
- Other activities supporting program goals as agreed.

**Remuneration:** \$8,000

**Location:** The WIR will be based at North York Central Library (5120 Yonge Street). TPL will provide program space and the support of TPL staff as needed.

**Note:** As part of the residency, there will be one scheduled orientation meeting between the WIR and TPL staff prior to the 8-week program period, and an exit interview at the end of the residency. These meetings will be a part of the total 112 hours of the residency.

**To apply, submit the following documents through the Writer in Residence page on <https://torontopubliclibrary.bonfirehub.ca/opportunities/76419>**

- **Curriculum Vitae** – Include a summary of how you meet the qualifications listed above, which should include, but may not be limited to, teaching experience, a list of publications and completed projects, and links to website and social media presence.

- **Program Proposal** – Outline your ideas for at least 3 programs (e.g. workshop, lecture, etc.). A maximum of 2 pages.
- **Sample of recent published writing** – 15 to 20 pages.
- **Reference letters** – A minimum of 2 relevant and current references.

**Deadline to apply is at 4:00 p.m. (Toronto time) on Friday, April 26, 2024.**

The deadline for the submission of questions related to this posting is 4:00 p.m. (Toronto time) on Monday, April 22, 2024. Please submit all questions through the Opportunity Question & Answer tab found on the project portal link:

<https://torontopubliclibrary.bonfirehub.ca/opportunities/76419>

**It is important that all interested parties download their own copy of the Expression of Interest (EOI) documentation from <https://torontopubliclibrary.bonfirehub.ca> in order to ensure receipt of further information pertaining to the EOI. TPL is not responsible for the distribution of information to those who obtain the EOI documentation through a third party.**

**Any submission response that fails to provide the requested documentation or that does not, in the view of the Library, contain sufficient information to permit a thorough evaluation may be rejected and not considered for evaluation.**

**Note:** The successful candidate will need to complete an In Residence Contract Agreement with the Toronto Public Library. Requirements include:

- The completion of a Vulnerable Sector Check (VSC). The cost for the VSC is paid for by TPL.
- Residents must have or obtain liability insurance for the duration of the residency, at the Resident's own expense.
- Candidates selected for an interview will be provided with a template copy of the agreement with TPL.

The Toronto Public Library invites applications from all qualified individuals. The Library is committed to employment equity and diversity in the workplace and welcomes applications from racialized people/people of colour, women, Indigenous people, people with disabilities, and 2SLGBTQ+ people.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

**Evaluation of Applicants:**

The following is an overview of the categories and weighting for the rated criteria of the EOI by which applicants will be evaluated.

EVALUATION CRITERIA	SCORE
<p><b>Curriculum Vitae</b></p> <ul style="list-style-type: none"> <li>• Meets the qualifications of the Residency.</li> <li>• CV includes teaching experience, a list of publications and completed projects, and links to website and social media presence.</li> <li>• Minimum of two (2) books in print, published by a professional publishing house.</li> <li>• Relevance to residency focused on the Romance genre.</li> </ul>	<b>20</b>
<p><b>Program Proposals</b></p> <ul style="list-style-type: none"> <li>• Three (3) program proposals submitted as part of application package.</li> <li>• Quality and creativity of the programs submitted.</li> </ul>	<b>15</b>
<p><b>Published Sample</b></p> <ul style="list-style-type: none"> <li>• 15-20 pages (in pdf format) of recently published writing in the Romance genre (regardless of whether the library owns copies of your work).</li> </ul>	<b>10</b>
<p><b>Reference Letters</b></p> <ul style="list-style-type: none"> <li>• At least two (2) references provided. Quality and relevancy of the references.</li> </ul>	<b>10</b>
<b>TOTAL APPLICATION SCORE</b>	<b>55</b>
<p><b>Professional Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in creative writing in the genre of Romance.</li> <li>• Demonstrated understanding of the needs of aspiring writers, particularly in the genre of Romance.</li> <li>• Active in the writing profession.</li> </ul>	<b>20</b>
<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• A demonstrated commitment to support the writing community.</li> </ul>	<b>15</b>

<ul style="list-style-type: none"> <li>• Experience developing and delivering creative writing programs, workshops, readings.</li> </ul>	
<b>Social Media</b> <ul style="list-style-type: none"> <li>• Experience successfully using social media and an active online presence.</li> </ul>	<b>5</b>
<b>New Project</b> <ul style="list-style-type: none"> <li>• Working on or planning to work on a new project intended for publication.</li> </ul>	<b>5</b>
<b>TOTAL INTERVIEW SCORE</b>	<b>45</b>
<b>TOTAL SCORE</b>	<b>100</b>

### **Applicants Interviews:**

The Library may shortlist up to three of the highest-ranked applicants based on the total cumulative score achieved through the initial evaluation, and conduct interviews with them prior to making an award.