



Phoenix Office of Arts and Culture  
Literary Arts Program in the Schools

Educational Writer-in-Residence Application Form

Up to \$4k stipend | 8 hrs/wk | Deadline Feb 20, 2022

**Thank you for your interest in applying for the educational writer-in-residence position with the City of Phoenix Office of Arts and Culture for Spring 2022!**

#### **Position Summary**

Working closely with staff members at the Phoenix Office of Arts and Culture and English Language Arts specialists at Deer Valley United School District, the educational writer-in-residence will develop creative writing lesson plans, activities, and other resources to get sixth grade students excited about writing at Title I schools. The focus is on narrative writing. The stipend is \$3,500 to \$4,000. The commitment is 8 hours a week from March 1 to May 15, 2022 with at least one day of in-person instruction. While formal teaching experience is required, writers of all backgrounds and experience levels are encouraged to apply. To learn more, you can [download the call](#) or read the full guidelines at <http://bit.ly/POACLAPS>.

#### **Submitting Your Application**

Once you've [read the full guidelines](#), you can apply for the position by completing the following form. To apply for the position, all you'll need is a cover letter or statement of interest, a resume/CV, and up to three references. While you can edit and save your responses in the form, we recommend preparing your application in a separate document and copying and pasting your answers into the form when you're ready. Feel free to download a preview of the application to facilitate this process. The application is expected to take between 15 minutes and 1 hour to complete. Applications close February 20, 2022.

#### **What's next?**

Once you submit your application, you'll receive an automated message in your web browser confirming receipt, with an additional confirmation email from the City of Phoenix Office of Arts and Culture once the application period closes. Selected applicants will be contacted for virtual interviews the following week. All applicants will be notified by March 1.

#### **Questions?**

If you have any questions, please make sure you have [read the full guidelines](#). If you still have questions or would like to talk more about the position before applying, reach out to Community Engagement and Programs Manager Jake Friedman at 240.593.1757 or

**jake.friedman@phoenix.gov. Thank you so much for your interest in applying for the position, we look forward to talking more with you soon!**



arts +  
culture  
CITY OF PHOENIX

Phoenix Office of Arts and Culture  
Literary Arts Program in the Schools

### Application Form

\* First Name

\* Last Name

Street Address

City

State

\* Zip Code

**Phoenix City Council District**

If you live in the city of Phoenix, please select your council district. If you don't know your district, you can [look up your district](#) with the City of Phoenix.

\* Phone Number

**\* Email Address**

**Major genres and forms**

What major genres or forms do you practice in or identify with as a writer? Please select all that apply.

- Poetry
- Fiction
- Creative Nonfiction
- Experimental or Hybrid
- Stageplays or Screenwriting

**\* Fingerprint Clearance**

Do you have an active fingerprint clearance card from the Arizona Department of Public Safety?

- Yes, I have an active fingerprint clearance card from the Arizona Department of Public Safety
- No, I will need to obtain a fingerprint clearance card if I am offered this position

**\* Cover letter**

In 500 words or less, provide a cover letter that introduces yourself to our Office and speaks to some or all of the following questions: *Who are you? Why are you interested in applying for the educational writer-in-residence position with the City of Phoenix Office of Arts and Culture? What kinds of backgrounds or experiences do you have that would qualify you for this position? What is your educational philosophy or approach to teaching?*

**\* Professional resume / CV**

Upload your professional resume or CV.

Upload a PDF of your resume or CV

Choose File

Choose File

No file chosen

**Professional references**

Provide basic contact information for **at least one professional reference** that can speak to your experience as a writer, educator, professional, employee, co-worker, student, or volunteer. Make sure to include a full name, a relationship, a cell phone number, an email address, and a title and organization (if applicable) for each reference. Please note: all applicants will receive notification before references are contacted. We will not contact your references without notifying you first.

**Reference 1**

**Reference 2**

**Reference 3**



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### Demographic Information (Optional)

While optional, answering the following questions helps us gain a better understanding of who our applicants are and ensures our programs are inclusive, equitable, and representative of the larger community we serve.

#### Gender

How do you identify in terms of gender and/or gender representation?

- Male/Man
- Female/Woman
- Non-binary
- Prefer not to answer

#### Race and Ethnicity

What is your race and/or ethnicity? Please select all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Asian/Indian Subcontinent | <input type="checkbox"/> Pacific Islander     |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Non-Hispanic White   |
| <input type="checkbox"/> Hispanic or Latino        | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> Native American           |   |
| <input type="checkbox"/> If other, please specify. |   |

#### Education

What is the highest level or degree of education you have completed?

- |  |  |
|--|--|
| <input type="radio"/> Some high school           | <input type="radio"/> Bachelor's degree    |
| <input type="radio"/> High school diploma or GED | <input type="radio"/> Master's degree      |
| <input type="radio"/> Some college               | <input type="radio"/> Doctorate degree     |
| <input type="radio"/> Associates degree          | <input type="radio"/> Prefer not to answer |

## Marketing

How did you hear about this opportunity?

- |                                       |  |
|---------------------------------------|--|
| <input type="radio"/> POAC Newsletter | <input type="radio"/> Social media               |
| <input type="radio"/> POAC Website    | <input type="radio"/> Personal outreach or email |
| <input type="radio"/> Internet search | <input type="radio"/> Word of mouth              |

Other (please specify)

## Age

What is your age?

- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older
- Prefer not to answer

### \* Public Records Policy

Before you submit this survey, we would like remind you about the city's policy on public records, which states that the information you are about to send: (1) is subject to public disclosure under the Public Records Law, (2) is not private or confidential and (3) is retained according to city records retention policies. **If you do not agree with this policy, do not submit this form.**

- I have read and agree to the City of Phoenix's Public Records Policy