

Expression of Interest (Deadline Thurs. July 11, 2024 at 4 p.m.)

Writer in Residence – Mon. October 21 to Sat. December 14, 2024 at the Toronto Reference Library

Focus: Horror Fiction for an adult audience

Toronto Public Library (TPL) invites applications from Canadian writers for the Fall 2024 Writer in Residence (WIR) position, focused on writing **Horror Fiction for an adult audience**, based at the Toronto Reference Library (TRL), 789 Yonge St. 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, as well as a minimum of ten (10) 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 creative writing profession
- Active online presence
- Experience in teaching creative writing, providing feedback to and coaching aspiring writers
- Demonstrated understanding of the needs of aspiring writers
- Experience successfully developing and delivering programs, workshops, presentations
- Working on or planning to work on a new project intended for publication

Target Audience: Adults

Applications must include:

- Curriculum vitae or résumé, including teaching experience and a list of publications and completed projects.
- Four (4) detailed ideas for workshops or programs (not including one-on-one manuscript reviews) on writing Horror Fiction for an adult audience.

- Sample of recently published writing in the Horror Fiction genre for an adult audience.
- 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.).
- Evaluate submitted manuscripts.
- Meet in-person (with the option of online meetings) one-on-one with aspiring writers to provide feedback on submitted manuscripts.
- Participate in other activities as agreed.

Requirements of the residency:

- An 8-week residency from October 21 to December 14, 2024;
- 14 hours a week; flexible work schedule;
- Develop and deliver a minimum of six (6) in-person programs—structure and format to be agreed—at the Toronto Reference Library;
- Review manuscripts in advance of one-on-one meetings;
- Deliver a minimum of ten (10) one-on-one meetings with participants to provide feedback on manuscript submissions (in-person with the option to deliver some meetings online);
- Other activities supporting program goals as agreed.

Remuneration: \$8,000

Location: The WIR must be prepared to work in-person at TRL (789 Yonge St.). 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/79645>

- **Curriculum Vitae / Résumé** – Include details of how you meet the qualifications listed above, including but may not be limited to, relevant teaching and editing experience, a list of publications and completed projects, and links to website and active social media presence.
- **Summary of Experience / Cover Letter** – Briefly describe your contributions in the creative writing field/community as well as your approach to teaching, delivering group workshops, and providing feedback to aspiring writers based on your experience.
- **Program Proposal** – Outline your ideas for at least four (4) programs (e.g. workshop, lecture, panel discussion, interview, etc.). A maximum of two (2) pages.
- **Sample of recent published writing** – 15 to 20 pages in the genre of Horror Fiction for an adult audience.
- **Reference letters** – A minimum of 2 relevant references. May include references from publishers, libraries, universities, colleges, writing festivals, arts/cultural organizations, etc.

Deadline to apply is at 4:00 p.m. (Toronto time) on Thursday July 11, 2024.

The deadline for the submission of questions related to this posting is 4:00 p.m. (Toronto time) on Thursday July 7, 2024. Please submit all questions through the Opportunity Question & Answer tab found on the project portal link: <https://torontopubliclibrary.bonfirehub.ca/opportunities/79645>

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 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>Curriculum Vitae</p> <ul style="list-style-type: none"> • Meets the qualifications of the Residency. • Outlines teaching and editing experience, including dates/duration. • Lists publications and completed projects, including dates. • Links to website and active social media presence. • Lists a minimum of two (2) books in print, published by a professional publishing house. • Relevance to residency focused on the genre of Horror Fiction for an adult audience will be considered. • Awards and shortlists will be considered. • Additional relevant experience will be considered. 	<p>25</p>
<p>Summary of Experience / Cover Letter</p> <ul style="list-style-type: none"> • Demonstrates a commitment to support the creative writing field/community. 	<p>25</p>

<ul style="list-style-type: none"> • Describes approach to teaching, delivering group workshops, and providing feedback to aspiring writers based on experience. • Briefly describes a new project in-progress intended for publication. • Additional relevant experience will be considered. 	
Program Proposals <ul style="list-style-type: none"> • Describes a minimum of four (4) program ideas (not including one-on-one manuscript reviews) in a maximum of two (2) pages • Quality and creativity of the programs submitted will be considered. 	30
Published Sample <ul style="list-style-type: none"> • Provides 15 to 20 pages of published writing in the genre of Horror Fiction for an adult audience in PDF, regardless of whether the library owns copies of your work. 	10
Reference Letters <ul style="list-style-type: none"> • At least two (2) references provided. • Quality and relevancy of the references will be considered. 	10
TOTAL SCORE	100

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.