

## Troubadour for the City of Hartford

The Troubadour for the City of Hartford acts as a representative for the City, its residents, and the value we place on music and lyricism in the community. The Troubadour acts as an ambassador of music and song, fostering a public appreciation and participation in song in the City of Hartford.

### Duties

The responsibilities of the Troubadour include, but are not limited to:

- Providing public performances
- Appearing at public events
- Encouraging the appreciation of and participation in music within the City
- The composition and publishing of songs about the City, to be submitted to the Commission on Cultural Affairs

The Troubadour will work with the Hartford Public Library and local schools to promote creative learning and cultural literacy among Hartford citizens and endeavor to instill pride in the community.

### Eligibility

A nominee for Troubadour must:

- Be a current resident of the City of Hartford
- Be at least 18 years old
- Have performed original works in at least one professionally-recognized venue
- Be available to serve a 3-year term

### Criteria

The City of Hartford seeks to encourage and engage the community in music and song by identifying and honoring successful and insightful musicians and songwriters residing in the City.

Certain criteria will be given consideration in the selection process, including:

- Excellence as evidenced by the submitted music sample
- Professionalism as evidenced by an established history of performances, publications, honors, awards, fellowships, and/or other recognition such as contributions to community culture
- Demonstrated advancement of music and song in the community as well as other forms of commitment to community involvement

### Term Conditions

- A term for Troubadour is for 3 years, from the date of confirmation
- A person can only hold the position of Troubadour for the City of Hartford once
- A term may be temporarily extended until a new Troubadour is confirmed

A person may lose the title of Troubadour for the City of Hartford if they:

- No longer reside in the City of Hartford
- Misrepresent or abuse the position of Troubadour
- Fail to fulfill the duties of the position of Troubadour

In any of these cases, the Court of Common Council may revoke the title through a majority vote.

### Selection Process

- A musician or group of musicians may apply for the position
- A Selection Committee will be formed to review Troubadour applications. The Committee will be organized and directed by the Commission on Cultural Affairs
- The Committee will submit three finalists and a recommended choice to the Commission on Cultural Affairs. The Commission will then select one finalist and make a recommendation to the Mayor for approval
- With approval from the Mayor, the selection is submitted to the Court of Common Council for a confirmation through majority vote

### Process to Revoke

- If the Troubadour is no longer a resident of the City of Hartford, they are required to report the information to the Commission on Cultural Affairs and resign from the position
- In the case of misrepresentation or abuse of, or failure to fulfill the duties of the position, the Commission on Cultural Affairs may make a recommendation to the Court of Common Council to revoke the position of the Troubadour
- The Troubadour will have the opportunity to appear before Council and present their case
- Council reserves the right to revoke the title of Troubadour at any time through a majority vote

## Application

### *Required Materials for Applying*

- An application form
- A letter of interest
- Resume or CV, including achievements and awards
- A list of original works
- An upload or link to a minimum of 4 and maximum of 7 exemplary samples of the applicant's work
- Three recent letters of reference (may include professional, community, and academic references)

Applicants may be contacted by the Committee for further interview, references, or material. Applications are not carried over for future years. Prior applicants must re-apply for consideration. An applicant cannot be a member of the Commission on Cultural Affairs or the Committee to select the Troubadour.

## About the Committee to Select the Troubadour

The Selection Committee will consist of at least one person selected by the Mayor, at least one member of the Court of Common Council or appointed by the Court of Common Council, at least two people with a demonstrated expertise in music who reside in the City of Hartford, and two other seats determined by the Commission on Cultural Affairs. The Selection Committee reviews all applications and may interview the candidates. The Committee deliberation reflects upon the values and goals of the role of Troubadour, as well as the community of the City of Hartford. The selection committee then acts as an advisory committee to the Troubadour to provide support throughout their term.

## Timeline of Selection Process

Month 1: Establish Selection Committee. Hold initial meeting. Circulate Call for Submissions.

Month 2: Issue reminder for Call for Submissions.

Month 3: Applications with all necessary materials are due and vetted for completion and standards.

Month 4 + 5: The Selection Committee reviews applications, deliberates, and submits three finalists and one recommended choice to the Commission on Cultural Affairs.

Month 5: The Commission on Cultural Affairs recommends a finalist to the Mayor for approval. The Mayor has the opportunity to dispute the recommendation or request more information. Their selection is submitted to the Court of Common Council for final confirmation through a majority vote.

Month 6: City of Hartford Troubadour will be decided by this date, as approved by Council. The date for a confirmation ceremony is set.

Month 7: The 3-year term of the Troubadour begins on the date of confirmation. Commission holds a meeting with Troubadour to discuss vision/mission of

Troubadour and to determine means of supporting the work of the Troubadour for the coming years.