

# Poet Job Description (Contract)

## Job Summary

Responsible for stringing together words and phrases to create verses. Expresses emotions and tells a story through narrative, dramatic, or lyrical poetry.

## Primary Responsibilities

- Form words into verse to dramatically express emotion.
- Simplify lengthier stories or condense them into poetry.
- Choose subject matter and perform extensive research.
- Draw from personal experiences to create poetry.
- Take creative writing classes to enhance knowledge.
- Write copy for publishing companies and advertising agencies.
- Write verses or sentiments for greeting cards.
- Perform poetry at open-mic nights or other events.
- Brainstorm for ideas.
- Compose eulogies for funerals.
- Write different types of poetry verse, including odes, haikus, limericks, free verse, blank verse, tankas, narratives, doggerel, enjambment, epitaphs, allegory and cacophony.
- Select different types of rhythm, including iambic pentameter or free verse.
- Read up on former and contemporary celebrated poets for reference.
- Submit poetry to publishing companies.
- Promote poetry books at event and through PR.
- Utilize a variety of techniques in poetry including metaphors, similes and onomatopoeia.
- Experiment with different techniques including repetition, meter and rhyme.
- Utilize different structures including line, couplet, strophe and stanza.

## Desired knowledge , skills, and abilities :

- Passionate about being the change through innovation and fresh thinking
- Familiarity with Christian organizations helpful
- Experience working with all levels in an organization; must be a team player and able to work collaboratively with and through others
- Ability to handle multiple tasks, prioritize, and work independently, using creativity and initiative to overcome obstacles and complete tasks accurately and on deadline
- Digital proficiency and a curiosity for emerging technologies

## Notice:

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this description at any time without notice.