

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	New Haven Department of Arts, Culture & Tourism
<i>Full street address</i>	165 Church Street, 2nd FL New Haven CT 06510
<i>Website or link to social media page</i>	www.newhavenct.gov/arts

PPSF Fellow's direct supervisor

<i>Name</i>	Kim Futrell
<i>Title</i>	Outreach Coordinator
<i>Cell phone number</i>	203-946-7172
<i>E-mail address</i>	kfutrell@newhavenct.gov

What is the best way for prospective student applicants to contact you with questions about your proposal?

- Send an e-mail with questions

Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)

June 3 - August 9, 2024

Are placement dates flexible? Are there any dates on which your Fellow must work?

We can accommodate flexible placement dates

Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)

Mon-Fri 9am-5pm; some evenings/weekends possible

If a hybrid schedule is offered at your site, please describe:

Fellow will also have the option of hybrid work, however will require use of own computer

Organization description

The mission of the Department of Arts and Culture is to improve the quality of life for New Haven residents. By celebrating arts and culture, it becomes a catalyst for economic development, equitable civic engagement, and spiritual uplift. The Department assists, promotes, and encourages artists, arts and cultural organizations and events in New Haven. And serves as the steward for the municipal collection of globally inspired public art.

Write a 1-2 sentence summary of the work that the Fellow would be conducting.

Fellow would assist the Department with the curation and management of partnerships in presenting localized Summer/Fall events.

Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

The Department of Arts and Culture will present in collaboration with local organizations the Black Wall Street vendor showcase; welcome the Amistad vessel at Long Wharf Pier; host Unapologetically Radical, a conference geared to amplify and activate anti-racism in arts and culture in Summer 2024; and the Creative Workforce Summit focusing on creating a pipeline for emerging creative professionals in the latter half of 2024.

The fellow would serve as primary liaison between the event partners and the Department.

Responsibilities would include: • Attend event planning meetings on behalf of the department • Coordination and management of event logistics such as site mapping, permitting, rentals • Tracking of artist, payments • Assist with event promotion

List any specific skills/experience required for the project

Skills should include good communication skills, an understanding or embrace of diversity, equity and inclusion efforts in the arts. Experience with community outreach and/or event planning. Computer knowledge, graphics, and social media marketing a plus.

Additional requirements

Some weekend hours may be requested

Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.

The most recent Fellows have researched, developed and executed webpages for the departments arts anti-racism pledge and voting campaign; mapped and researched newer works of public art; served as liaison between the Department and community organizations and assisted event logistics including volunteer recruitment and training.