

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	The Arts Council of Greater New Haven
<i>Full street address</i>	70 Audubon St. 2nd floor New Haven, CT 06510
<i>Website or link to social media page</i>	www.newhavenarts.org IG & Twitter: @NewHavenArts

PPSF Fellow's direct supervisor

The supervisor must be available to supervise Fellow on a daily basis.

<i>Name</i>	Rebekah Moore
<i>Title</i>	Program Director
<i>Cell phone number</i>	203-676-9371
<i>E-mail address</i>	Rebekah@NewHavenArts.org

Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)

We would love for fellow to be a part of our organization for the full 11 weeks, but any time is appreciated. We need fellow specifically for the month of June within their date selection.

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

We definitely have a flexible schedule. We need fellow to be available for the month of June. That is the one mandatory month they will be needed.

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

Our offices are open Monday through Friday from 9am to 5pm. There are some weekend/off-hours based on events or festivals that will occur over this timeframe. In those cases, work schedule will be adjusted not to exceed 37.5 hours.

Organization description (*mission statement, population served. 1,000 characters or less*)

Our vision is to have a thriving arts community at the heart of Greater New Haven. We believe that art, culture, and creativity are fundamental human rights.

The team at the Arts Council strives to center these values everyday:

Anti-Racism: fighting against racist ideas and embodied white supremacy

Cultural Equity: investing time and resources with those that need the most support

Agility: evolving with imagination and flexibility to exceed expectations

Joy: engaging with creativity and self-expression to connect, respond, and heal

Shared Power: building trusted partnerships and collective processes with communities.

Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).

Fellow will be the Program Coordinator for our summer events. They will work closely with the Program Director to assist in the planning and execution of:

- The Sandbox reservations
- Audubon Fest
- Make Music Day

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

-Work with the Arts Council Program Director to oversee use of the sandbox space and assist with the execution of various annual events.

-Respond to emails and phone calls inquiring about the sandbox space.

-Schedule and facilitate appointment-based tours and orientations for creatives.

-Review event inquiry forms to ensure reservation requests adhere to The Arts Council's values, goals and mission.

-Book scheduled events via calendly and Sandbox calendar.

-Facilitate key fob sign in and out for creatives with upcoming reservations.

-Follow-up with the creatives post-event to send surveys about the space along with ensuring the key fob is returned.

- Facilitate 1st Friday open houses as well as weekly co-working dates for creatives.
- Will assist with set-up, promotion and planning of Make Music Day and Audubon Fest

List specific skills/experience required for the project

Experience and interest in customer service

Can multi-task effectively

Ability to work under pressure and manage multiple projects and priorities at the same time

Self-starter, decision maker and problem solver

Enjoys networking and community building and is interested and engaged in the local arts scene

Great written and oral communication skills

Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.

Most of our work will be primarily on Audubon St. There may be some tasks that will require transportation. We can accommodate parking and can discuss further concerning reimbursement.

Briefly describe any work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

We have been a part of this program for a few years now. Recently, we had the amazing opportunity to have Jack Tripp as our Yale fellow in 2022. It was great to be able to work with Jack. He not only was able to assist in our very busy organization, but he also was able to help us engage Yale theater and art students to learn more about The Arts Council and what we do for the community. We were able to build a partnership between Yale and local artists.