

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

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

PPSF Fellow's direct supervisor

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

<i>Name</i>	Kim Futrell
<i>Title</i>	Outreach Coordinator
<i>Cell phone number</i>	2039467172
<i>E-mail address</i>	kfutrell@newhavenct.gov

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

May 30-August 11, 2023

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

yes, we can make accommodations for any date between May 30-August 11, 2023

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

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

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

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 (500 characters or less).

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 Second Black Wall Street vendor showcase; welcome the Amistad vessel at Long Wharf Pier; and host Unapologetically Radical a conference geared to amplify and activate anti-racism in arts and culture in the latter half of 2023. 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 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 (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.

some weekend hours may be requested

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.

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 and interviewed artists.