

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2023

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#### Organization information

<i>Name of organization</i>	International Festival of Arts & Ideas
<i>Full street address</i>	195 Church Street, 12th Floor, New Haven, CT 06510
<i>Website or link to social media page</i>	<a href="http://www.artidea.org">www.artidea.org</a>

#### PPSF Fellow's direct supervisor

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

<i>Name</i>	Shannon Mykins
<i>Title</i>	Director of Development
<i>Cell phone number</i>	203.391.3936
<i>E-mail address</i>	<a href="mailto:smykins@artidea.org">smykins@artidea.org</a>

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

Tuesday, May 30 - Friday, August 11

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

Dates are flexible based on the needs of Fellow. Please note that the International Festival of Arts & Ideas takes place June 10 - June 25--Fellow is encouraged to begin before June 10 in order to best-participate and engage with staff and organization.

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

Flexible. Core office hours are generally Monday - Friday, 10am - 4pm. During this time of year, Fellow will be encouraged to work evenings (when available) and/or weekends to participate in Festival activities and connect with audience and community directly.

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

The International Festival of Arts & Ideas was founded in 1996 by three community leaders with the goal of bringing diverse people together through great art and big ideas, while supporting and revitalizing the City of New Haven. Each year we present 150+ events, concentrated in May and June, 85% of which are free to the public. We engage more than 800 artists and speakers in paid work annually, partner with New Haven neighborhoods to host five one-day festivals in May, and offer a free program for High School students in arts administration (in partnership with Gateway Community College).

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

The Fellow would support the Festival by gathering community and audience memories and internal archival information as the organization commences a new strategic direction plan and begins to prepare for our 30th-anniversary celebration in 2025.

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

As the International Festival of Arts & Ideas begins to plan to celebrate our 30th anniversary in 2025, we want to ensure that the voices and stories of everyone who made this milestone possible are included. The YPPSF will play an important role as we begin this work, with flexibility and ability to contribute as a thought partner alongside Arts & Ideas staff.

Working with key staff members and team, under the direction of the Director of Development, YPPSF will:

- \* Develop outreach plan to gather stories/oral history from community members with a focus on the neighborhoods where the Festival has worked most-closely: Downtown, Dixwell, Fair Haven, The Hill, West Rock/West Hills, Newhallville, and Fair Haven
- \* Work with staff and Board to develop a list of key individuals to interview

- \* Create tracking process for interviews and outreach
- \* Review Arts & Ideas archival materials - pictures, videos, reports, other materials - cataloguing key events and activities for each year and tracking
- \* Report out on project to Arts & Ideas staff, including suggestions for next stage

**List specific skills/experience required for the project**

- \* Strong organizational skills
- \* Strong communication skills (oral and written)
- \* Experience in project management
- \* Bilingual (Spanish/English) beneficial, but not necessary
- \* Note that Arts & Ideas' primarily utilizes Microsoft Office (Outlook, Excel, Word)

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

Evening and weekend hours are encouraged to provide the YPPSF the full experience of the International Festival of Arts & Ideas and connect with audiences, artists, and other stakeholders. Fellow will work with supervisor to determine a schedule, with continued flexibility provided within the scope of the PPSF program and organizational norms.

The PPSF Fellow should be prepared to work Downtown and also occasionally travel to other areas of New Haven, which are accessible by bus, bicycle, or car. Necessary mileage will be reimbursed at organization rate.

Fellow will be provided access to Arts & Ideas events as necessary to complete their work and as a benefit when possible. They will have access to staff hospitality during the Festival (June 10-25) which includes some meals.

**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.**

Yale University is a treasured founding partner of the International Festival of Arts & Ideas. Pre-COVID, we were fortunate to benefit from the work of many Yale PPSF Fellows who supported our annual Economic Impact Report and community programs. Our staff and Board of Directors includes many Yale University alumni and faculty.