

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	Elm Shakespeare Company
<i>Full street address</i>	SCSU - 501 Crescent Street, New Haven, CT 06511
<i>Website or link to social media page</i>	https://www.elmshakespeare.org

PPSF Fellow's direct supervisor

<i>Name</i>	Rebecca Goodheart
<i>Title</i>	Producing Artistic Director
<i>Cell phone number</i>	240-626-9388
<i>E-mail address</i>	rebecca@elmshakespeare.org

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)

May 28-August 9 with optional extension (paid by Elm Shakespeare Co.)
through August 27

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

Start date is flexible.

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

Tuesday-Saturday 11-5 - but this is flexible and can be negotiated.

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

N/A

Organization description

Over 28 years, Elm Shakespeare has offered FREE professional Shakespeare productions to over half a million people in Edgerton Park(30,000 a year!), and inspired 10,000 students with innovative, performance-based education programs. The company is dedicated to using the plays of Shakespeare -- performed with artistic excellence by nationally recognized artists representative of the community's wide diversity -- to bring New Haven's citizens together, no matter their economic status, race, sexual orientation, gender or cultural heritage. Together, we share what unites us – our humanity – with joy, wit, deep truths, and relevance.

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

The Production Management Fellow works directly with the Producer on a host of production tasks including development of audience engagement programming to more deeply engage the community. The Fellow will learn and assist in much needed support of the professional production, while working on meaningful outreach projects of their own.

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

Producing is the art of foresight and great communication when all goes well, and real-time creative problem solving the other 75% of the time. The PPSF will have hands-on whirlwind tour of in-the-trenches arts management, with one of New Haven's most respected theater companies. With a year-round staff of five, Elm Shakespeare Company, is a perfect training ground for an ambitious and energetic arts lover who is hungry to experience the scope of theater making first hand. The PPSF fellow will work in two areas: production management and community engagement.

In the arena of production assistant, the PPSF Fellow will work directly with Producing Artistic Director, Rebecca Goodheart and Production Manager

Cameron Jackson supporting their broad scope of duties. Tasks will shift from day to day, as will the people – the overarching goal being the facilitation of great art by visiting artists and the enjoyable, meaningful experience of our audiences.

This facilitation includes myriad simple and mundane jobs, many of which a Producer must foresee, and often requiring real-time problem solving. Specific tasks the PPSF Fellow will work on include:

- Onboarding summer staff
- Gathering of Cast & Crew Biographies and Pictures
- Arranging and Facilitating Artist travel & arrival
- Distribution of marketing materials
- Coordinating Playbill preparation with designers and printer
- Neighborhood Communication
- Communication with summer staff in preparation for start of rehearsals

In addition, the PPSF Fellow will work to realize a series of corollary outreach activities leading up to the summer production, working with Interim Director of Development Alice Anne Sherrill Harwood. These audience engagement activities will be an extension of what was learned through the company's 2020-21 discussion and performance series, Building a Brave New Theatre (more information available at <https://www.elmshakespeare.org/bnt>), which will explore changing concepts of gender and both how it affects Shakespeare production in 2024 and how Shakespeare's plays and production can serve the current national conversation surrounding gender. The PPSF Fellow will have the opportunity to create and realize these activities which may include off-site community conversations, cross-over activities between our extensive summer education programs and the production, interactive displays onsite, and other ideas the PPSF Fellow may have.

At the conclusion of the fellowship, the PPSF Fellow will have had experience with almost all aspects of production including marketing, production management, company management, rehearsal protocols, and community and donor relations. They will have worked one-on-one with experienced arts leaders, had an in-depth experience of how a regional theater works, and built a host of relationships with some of the most respected theater artists on the eastern seaboard.

Q21. List any specific skills/experience required for the project

- } Strong office skills required: (Microsoft Office: Word, Excel)
- } Great communication skills, able to work with many different people
- } Strong organizational skills with attention to detail
- } Flexible, good problem solving skills
- } Ability to work on multiple projects and keep the logistics of each separate
- } Valid Driver's License/Owns car
- } Interest in/experience with theatrical production a plus
- } Ability to keep confidentiality
- } Sense of Humor

Additional requirements

Car will be very helpful, but may be negotiable. Parking is available at SCSU and in town mileage will be reimbursed at .55/mile. Many activities may take place on weekends, and PPSF Fellow should have weekend availability.

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

In the past, PPSF Fellows have served in the above listed role, as well as Assistant Stage Manager for the production, Education Program Support, Company Management, and House Management Support.