

**Yale University President's Public Service Fellowship**  
**Summer 2021**

**Proposal for Fellow working remotely for organization**

- **Organization:** International Festival of Arts & Ideas
- **Full street address of organization:** 195 Church Street, 12th Fl, New Haven CT 06510
- **Website:** [www.artidea.org](http://www.artidea.org)
- **Name and title of person who will be the Fellow's direct supervisor:**

Denise Santisteban, Tours & Storytelling Curator

- **Phone number and e-mail address of proposed direct supervisor:**

[tours@artidea.org](mailto:tours@artidea.org), 203-498-1212

- **Placement dates:**

June 1 – August 13, 2021

- **Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone?**

Because of our schedule of programming, it is most advantageous for both the organization and the Fellow to work throughout the month of June as her/his/their schedule permits. The Festival can provide flexibility for the end date of the Fellow's work, based on her/his/their needs.

We require the Fellow to have some availability during standard 9am-5pm EST hours in order to meet regularly with their supervisor and gain experience working with the team. That said, because this work is remote and because much of the Festival's work during the month of June occurs in the evening and on weekends we will happily accommodate a Fellow working in a different time zone.

- **Proposed 37.5 hour per week work schedule:**

The supervisor will work with the Fellow to determine a regular schedule that best suits the Fellow's needs within the needs of the Festival. During the month of June, evening (EST) and weekend hours will be necessary in order to fulfill this role and the Fellow's hours elsewhere will be adjusted.

- **Organization description:**

The International Festival of Arts & Ideas inspires and delights audiences with a world-class festival presented live from the heart of New Haven. Our mission is to engage a broad and diverse

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audience, embracing these values throughout our planning and curation process and aided by our practice of offering 80-90% of programming free of cost. As a catalyst and connector, we also partner with the community and nurture the next generation of arts professionals through initiatives including the Neighborhood Festivals and Arts & Ideas High School Fellowship Program. This year we will present hundreds of events in May and June, including music, dance, theater, circus, and talks led by national thought leaders. The Festival will also present a rich series of tours and food events that highlight local treasures and allow people to explore the rich history of our beloved city.

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

The PPSF will support the Festival in presenting high-quality, engaging Tours and Food Series events, assess if these events are helping us reach our goal of engaging a diverse audience, and explore new opportunities for tour locations and topics to take place in future years.

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

This is an exciting opportunity to work closely with the Festival's long-time Tours & Storytelling Curator to present a high-quality and engaging series of Food Series events and walking, bicycle, and boat tours. These series are an important part of our work of promoting the vitality of New Haven while also giving our audience one-of-a kind experiences. Presently, the International Festival of Arts & Ideas is planning on presenting events both in-person and virtually, however we believe this role can be performed full-remotely in alignment with Yale policy and the Fellow's comfort and safety.

During the month of June, the Fellow will actively support the programs through direct engagement with attendees, helping them access virtual events, monitoring the check-in process, assisting with questions and technical issues that arise during the event, driving engagement in the "chat," and performing post-event communication. She/he/they will also work with Tours & Storytelling Curator and other Festival staff to develop a strategy to survey attendees to better understand demographics and the attendee experience. She/he/they may also have the opportunity to work with restaurant and organization partners to finalize the final details of events.

After the conclusion of the Festival at the end of June, the Fellow will use what she/he/they learned to evaluate success, challenges, and opportunities to expand the respective series reach and impact. This will include looking at information from the surveys conducted in 2021, research into past events, and conversations with staff and partners. Furthermore, the PPSF will have the opportunity to research locations and restaurants that would make strong hosts of events in 2021 and beyond.

- **List specific skills/experience required for this work:**

The International Festival of Arts & Ideas welcomes people with different backgrounds and abilities and understands that this will be an opportunity for the right person to learn new skills and develop her/his/their work style. That said, we have identified the following skills as important in order for the Fellow to be most successful in this role:

- Personable - comfortable speaking to people from different backgrounds and working with members of the public to find solutions that will strengthen their relationship with the Festival
  - Organized and adept at keeping track of important information and communications
  - Self-starter, able to identify possible solutions and work with supervisor proactively
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- Comfortable with Google docs, Microsoft Office suite

- **Equipment/resources you will provide to help Fellow conduct work:**

Fellow will receive equipment and resources necessary to perform his/her/their work, equivalent to any other member of our seasonal staff. This will include: use of an Arts & Ideas email address, access to our server(s), and basic supplies as requested (e.g. pens, paper, etc, shipped to their home in the United States). We expect a Fellow working remotely will have access to the internet and a computer, and we do not have a current policy of reimbursing staff or other members of the team for these expenses. Candidates should contact us proactively if this will be a barrier to working with us and we will make efforts to ensure that she/he/they have access

- **Briefly describe the 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 International Festival of Arts & Ideas has been honored to host multiple Yale President's Public Services Fellows over the years. Fellows have strengthened our Economic Impact Survey process and have supported our community engagement work with youth. This program is an important component of our close relationship with Yale, and we are happy to be able to play a part in connecting the university community to the broader New Haven community through this work.

Yale University students, faculty, and alumni play a significant role at our organization with a strong presence on our Board of Directors, senior staff, and seasonal staff.

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