

Yale University President's Public Service Fellowship

Proposal for In-Person Fellowship Placement • Summer 2022

If conditions allow, PPSF will offer in-person fellowships in the summer of 2022. In the event that in-person summer placements are not approved by Yale University, prospective sites will be notified and asked to modify proposals to reflect remote work.

- Organization: **Elm Shakespeare Company**

- Full street address of organization:

**Southern Connecticut State University,
501 Crescent Street
Engelman Hall, Office 252,
New Haven CT 06515**

- Website: **www.elmshakespeare.org**

- Name and title of person who will be the Fellow's direct supervisor:

Rebecca Goodheart, Artistic Producing Director

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

(203) 392-8882 Rebecca@ElmShakespeare.org

- Placement dates (*8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020*):

June 6-August 12

- Are placement dates flexible? If so, please describe:

Yes! We could start later if necessary, and end dates are certainly extendable if desired. The PPS Fellow should inquire if interested.

- Proposed work schedule (*placements should be equivalent to full-time and not more than 37.5 hours/week*):

Hours from June 1-July 22 are standard business hours Monday-Friday, 10am-5pm. Once Rehearsal begins in July, work will shift to a 6-day week, with Mondays as the day off. Hours will not exceed 37.5/week, but may vary depending on the production needs.

Placement Description

- Organization description (*mission statement, population served. 150 words or less.*):

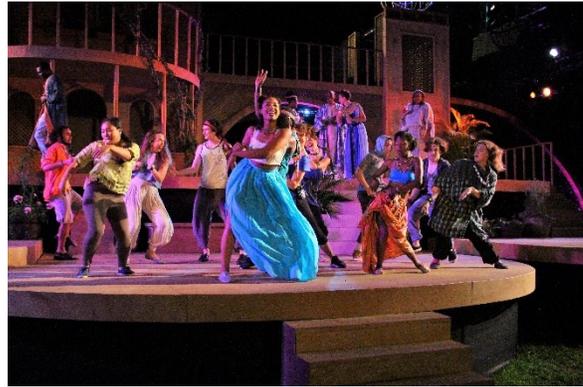
In 2022 Elm Shakespeare returns to professional productions after 2 years of virtual programming! Over 27 years, Elm Shakespeare has given the gift of FREE professional Shakespeare to over half a million people in Edgerton Park, and inspired almost 10,000 students with innovative, performance-based education programs. The company is dedicated to using the play's 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. After a year of virtual programs exploring race, Shakespeare and how these plays can still speak to us all, we are excited to put into practice what we have learned, both onstage and through corrolary audience engagement activities throughout the community – continuing the conversation.

- Write a 1-2 sentence summary of the work that the Fellow would be conducting (*50 words or less. This will be used as your organization's project description summary on the PPSF website, so be succinct*):

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. (*Suggested length: one to two pages.*)

Elm Shakespeare Company produces a production of a Shakespeare play under a Union contract, which performs for 30,000 people in Edgerton Park the last 3 weeks in August. Engaging a dozen nationally known actors from around the country (as well as locally), ESC is excited to welcome as director of the production Peter Calender, Artistic Director of African American Shakespeare Company in San Francisco. The company is also excited to debut the newly built Alexander Clark Playhouse Stage. The Production Management Fellow will be intimately involved with making this large-scale project a reality.



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 Production Management Fellow 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 four, however, Elm Shakespeare Company, while known for its world-class productions that perform for as many as 2,000 people in one night, is a perfect training ground for an ambitious and energetic arts lover who is hungry to experience a scope of theater making first hand. He or she will work directly with Producing Artistic Director, Rebecca Goodheart supporting her 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 Production Management Fellow will work on include:

- Preparation of Union Contracts and Weekly Reports
- Gathering of Cast & Crew Biographies and Pictures
- Arranging and Facilitating Artist travel & arrival
- Overseeing and maintaining Artist Housing
- Cast/Crew Care & Feeding (Cantine Table in rehearsal, Water & Meals in the Park)
- Organization of Opening/Closing Night Parties
- Coordination of Artist transportation in town
- Distribution of marketing materials
- Distribution of neighborhood letter regarding summer park performance schedule
- Organizing & Assisting in Dressing Room Set Up & Breakdown



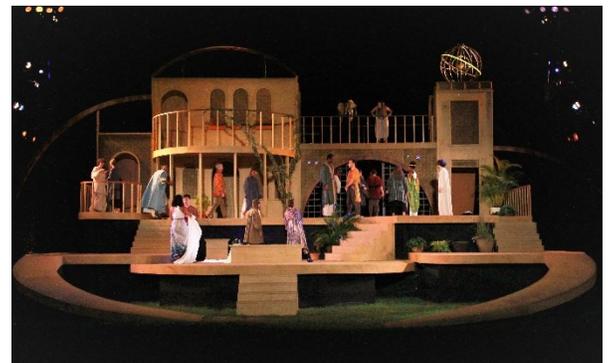
In addition, the Production Management Fellow will work to realize a series of corrolary outreach activities surrounding the summer production. These audience engagement activities will be an extension of what was learned through the company's 2020-21 online discussion and



performance series, *Building a Brave New Theatre* (more information available at <https://www.elmshakespeare.org/bnt> and <https://www.elmshakespeare.org/bnt2021>). The series explored issues raised by the social justice movement and *We See You White American Theatre* manifesto, while looking to ask the question, how Shakespeare can best serve our community today, and interrogating Shakespeare's sometime problematic legacy. We hope to continue our fruitful partnership

with the New Haven Department of Arts, Culture and Tourism and the Arts for Anti-Racism program for these programs. The Production Management 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, among others ideas.

At the conclusion of the fellowship, the Production Management Fellow, like the Producer he or she is supporting, will have had experience with almost all aspects of production including marketing, production management, company management, union regulations, rehearsal protocols, and community and donor relations. He or she will have a production management credit for their resume. He or she will also have worked one-on-one with an experienced arts leader, 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.



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

You will need a vehicle. Parking available at all sites. There is a mileage reimbursement of \$0.55/mile, tracked by distance from office to program site/storage, and paid at end of the fellowship.

- 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.

Elm Shakespeare hosted a PPS fellow in 2017 to great success. Because of the fellow's special skill set (as a graduate student in YSD), we were able to expand her assignment to include serving as our Ass't Stage manager, under her first union contract (and would welcome doing so again for the right PPSF). However, before production, she also performed a host of pre-production duties, including creating a successful Speaker series in the community to supplement the performances and increase visibility.