

## 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](http://www.elmshakespeare.org)**

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

**Sarah Bowles, Education Director**

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

**(203) 392-8882 [Sarah@ElmShakespeare.org](mailto:Sarah@ElmShakespeare.org)**

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

**May 26 -August 12**

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

**Start and end dates may be negotiable.**

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

**8:00am to 4:00pm Monday-Friday (daily start/end time may be flexible during prep and/or put away time (before and after actual programming))**

## Placement Description

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

**In its 27 year history, Elm Shakespeare Co. has given the gift of FREE professional Shakespeare to over half a million people in Edgerton Park, and inspired thousands of students throughout the city and beyond with its innovative, performance-based education programs. The company is dedicated to igniting a spark in our shared humanity, and enriching the lives of ALL New Haven citizens no matter their economic status, race, sexual orientation, gender or cultural heritage by bringing world-class artists together with a wide cross section of the community to explore the timeless stories and poetry of Shakespeare as he was intended – through performance. Beyond performing for the community, Elm works with the community to bring these universal stories to life, giving individuals the opportunity to find their voice and be heard in ways that change our community for the better.**

- 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 Summer Education Coordinator will be responsible for the successful management of ESC's summer education programs including 3 sessions of Players Camp, a Teen Intensive, and the 'Scholars' Theatrical Internship. This includes the preparation of all camp materials, parent communication, and coordination of teacher training and programs through the summer.**

- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

The Summer Education Program Coordinator plays a pivotal role in the successful execution of summer educational programming at Elm Shakespeare, while gaining one-on-one mentorship in arts management and arts education. Known for its world-class outdoor summer productions for over 20-years, ESC is now building the depth and scope of its always successful education programs thanks to the appointment of an internationally respected expert in Shakespeare Education as the new Producing Director. The Ed Program Coordinator will work directly with the Producing Director to create materials and manage the logistical operations of three programs: Players Camp, Teen Intensive, and The HS “Scholars” Theatrical Internship.



Players Camp invites children ages 7-13 to jump into Shakespeare's magical world spending two weeks immersed in an imaginative, supportive, and fun environment taking interactive classes in acting, clowning, stage combat, voice, movement, and theatrical design – all while rehearsing a 30-minute version of one of Shakespeare's plays. Campers become their own Renaissance Theatre Troupe, creating costumes, props, and backdrops to create a kid-driven final performance for friends and family on the last day of camp. There will be three sessions of this two week camp in late June and July.

Teen Intensive, happening in early July, will be structured similarly to camp, but have an in-depth acting curriculum appropriate to Teens including stage combat, dramaturgy, Laban movement work, mask work and more. Past Teen Intensives have created devised pieces combining Shakespeare's text with new work that explores issues particularly important to the teens.



The Scholar's Internship begins in mid-July and gives advanced high school students an opportunity to work with professionals on the summer production. Curricula for all of these programs have been developed over twenty years and incorporate the work of Shakespeare & Company, Kristin Linklater Voice, San Francisco Shakespeare Festival, Orlando Shakespeare, among others.

The Summer Coordinator will work directly with the Producing Director to ensure the smooth execution of logistical details including the following specific tasks:

- Processing the HR paperwork and background checks on teaching artist staff
- Organizing the logistics for staff training
- Registration finalization including creation of rosters
- Parent communication before, during and after programs
- Preparing all teaching materials
- Final edits, duplication, and distribution of curricula & scripts

- Supporting teaching artists throughout camp (no teaching necessary, but some student involvement possible if desired)
- Communication with venue contact throughout programs
- Put away of materials
- Management of institutional debriefing meetings



This is not an internship full of busy-work, it is a vital role in the successful summer programming for ESC. The Summer Ed Program Manager will be able to take ownership of each program on a logistics level and will have hands-on experience with budget management, basic human resources protocols, and complex multi-tasked program management. In addition, he or she will have the opportunity, if they so wish, to build their own skill set as an arts educator: learning a specific teaching methodology as they adapt the curricula and

participating in teacher training if they chose. By the close of the fellowship, the Summer Ed Program Manager will have three successful program management credits at a respected regional theater on their resume, as well as teaching materials for their future use and a host of relationships and the knowledge that they have enriched the lives of almost 100 young New Haven residents.

- Specific skills/experience required for the project (Please list):
  - Strong office skills required: (Microsoft Office: Word, Excel, Access)
  - Strong writing skills
  - Great communication skills
  - 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
  - Good customer service skills
  - Interest in/experience with kids or teaching a plus
  - Large Sense of Humor
- 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.

