

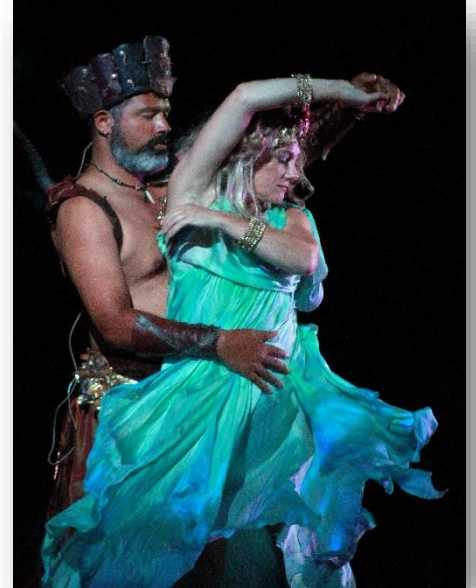
Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: **Elm Shakespeare Company**
 - Full street address of organization:
Lyman Ctr for Performing Arts, 501 Crescent Street, New Haven, CT 06515
 - Website: **www.ElmShakespeare.org**
 - Name and title of the Direct Supervisor: **Rebecca Goodheart, Producing Director**
 - Phone number and e-mail address of Direct Supervisor:
(203) 392-8882 Rebecca@ElmShakespeare.org
 - Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*):
June 12th – August 11th
 - Are placement dates flexible? If so, please describe:
End dates may be negotiable.
 - Hours of the program (*placements should be equivalent to full-time*):
Hours from June 12-July 10 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 35/week, but may vary depending on the production needs.
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Placement Description

- Organization description: In its 22 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.



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

The Production Management Fellow will work directly with the Producer on a host of production management tasks including preparation of Union contracts, production meetings, playbill copy editing, company travel arrangements, donor appreciation and company communication.

- Please write a 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 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 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 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 prior to occupancy
- Organizing & Assisting in Dressing Room Set Up & Breakdown
- Organization of Marketing Opportunities such as community talk backs or preview mini-performances.

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 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.



- Specific skills/experience required for the project (Please list):
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- **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, please 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 agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.

While not having a PPSF fellow before, ESC has worked with Yale students in a variety of capacities. Every year, a group of Yale students work as audience ambassadors in the park, gathering donation and distributing playbills. We have employed other students as actors and teaching artists.

