

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*):
May 30th – August 4th
- Are placement dates flexible? If so, please describe:
End dates may be negotiable.
- Hours of the program (*placements should be equivalent to full-time*):
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))

Completed proposals must be e-mailed to karen.king@yale.edu by Monday, November 28th at 5pm

Questions? Call the Yale Office of New Haven and State Affairs: (203) 432-8613

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 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, registration processing, parent communication, background checks, and logistics of teacher training.

- 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



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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. 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

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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**



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- 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.



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