

## Proposal for Fellowship Placement • Summer 2017

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- Organization: CAPA/Shubert Theatre (Shubert Summer Theater & Arts Camp)
  - Full street address of organization: 247 College Street, New Haven, CT, 06510
  - Website: Shubert.com; shubertcamp.com
  - Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): Kelly Wuzzardo, Director of Education and Outreach Initiatives
  - Phone number and e-mail address of Direct Supervisor: 203-624-1825, kwuzzardo@capa.com
  - Placement dates (*8-11 weeks between May 31 and August 12, 2016*): May 30-August 12, 2017
  - Are placement dates flexible? If so, please describe: Yes. Camp happens July 3-28. Starting May 30 would be ideal for prep work, but there is some flexibility with the start and end date.
  - Hours of the program (*placements should be equivalent to full-time*): Monday through Friday, 9am-5pm until camp starts. During camp (July 3-28) hours will be 8am to 4pm M-F except for July 13, 14, 27, and 28. On those 4 days, hours will be 12noon to 8pm. August will be regular 9am-5pm hours. Hours will total 37.5 per week with lunch/dinner breaks.
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## Placement Description

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

CAPA (Connecticut Association for the Performing Arts) has managed the legendary Shubert Theatre on behalf of the City of New Haven since July 2001. In December 2013, CAPA took ownership of the building. We present diverse programs including ballet, Broadway, children's programming, concerts, dance, and opera. Our education and outreach programs include Art in Action which that teaches the themes of musicals through other art forms during in-school and community workshops, free tickets are provided to disadvantaged area residents, Summer Theater and Arts Camp and our youth job training programs in teaching assisting and technical theater. CAPA's programs reach not only youth but also seniors, families and groups who might otherwise be unable to experience live theater.

Each year CAPA's presentations are designed to welcome, embrace and engage the entire community in this legendary theatre. More than 100,000 patrons attended events at the Shubert over the past year. By offering diverse presentations, CAPA draws in people of all ages, races, and ethnic backgrounds.

- Please write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less): Under the supervision of the Director of Education and the Camp Director, she/he will assist in scheduling, training, and preparation leading up to camp and then co-manage the day to day running of the camp including camper issues. The fellow would also be in charge of organizing all post-lunch activities during camp as well as handling attendance and payroll.
- Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

This summer will be the 6<sup>th</sup> year of the Shubert Summer Theater & Arts Camp. Held at Cooperative Arts and Humanities High School, the art magnet school located a block down from the Shubert, this camp for middle school students gives kids the opportunity to pursue the arts during the summer in a fun and educational atmosphere. The camp employs New Haven art teachers and local artists to teach classes. High school students from Co-Op are also hired and trained to be teaching assistants for classes in their art concentration. These students gain valuable teaching experience in their art medium

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while serving as mentors for the younger campers. Campers come from all over the Greater New Haven area. Scholarships are available for those with financial need. We celebrate the diversity of campers and their experiences, while uniting in the fact that we are all brought together each summer because we are all artists.



The Shubert is applying to have a Yale PPS Fellow to serve as assistant camp director. In the month leading up to camp, while the education department is still busy with end of the school year programs and rental performances at Co-Op, there is camp prep work that we need assistance with. These tasks will include creating the student binders for each session with their printed registration and medical forms, ordering supplies, finalizing teaching contracts and collecting tax paperwork for payroll, and assisting with the training of TA's before camp starts. If the Fellow has prior experience with training youth and preparing them for leadership positions, they will have ample opportunity to contribute to that curriculum.



During camp in July, the assistant camp director is stationed mainly in the main lobby for check in and dismissal times and will be the first point of contact for campers and parents. He/she will also be in charge of after lunch activities. Campers are allowed to sign up for 1 of 3 activities every day that happen in the half hour after lunch. These activities give kids an opportunity to burn off energy, do a quiet activity that replenishes focus, or try out another art form not covered in their classes. Camp teachers and TA's lead the various activities, but the assistant camp manager will coordinate schedules and manage supplies.

This job is perfect for anyone in education and/or community service fields. Our goal is to provide campers with a safe, artistic, and supportive atmosphere in which to create. We also see great growth in the TA's as they provide instruction and mentorship to the younger students. The children and adults alike who are involved every summer have a fun and truly rewarding experience



- Specific skills/experience required for the project (*Please list*):
    - Previous camp and/or student/youth management experience
    - Ability to problem solve, including diplomatic resolution of situations that sometimes arise between campers
    - Excellent time management and scheduling skills
    - Experience with middle and high school students
    - Staff management skills
    - Experience in leading student activities
    - Ability to train, direct, and evaluate the performance of staff and students
    - Excellent verbal and written communication skills
    - Proficient in standard computer office suite software
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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):
    - The position will require a satisfactory background check; CAPA will determine the level of background check required based upon current industry standards for individuals working with children.
    - No car is required. This is an ideal placement for someone who can walk to work downtown.
  
  - 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:

We have had 2 Yale PPSF Fellows in the past that assisted the education department. One created a training video for all of our part-time staffers and volunteers that are here for all of our performances. The other led a volunteer recruitment project and created materials for a then new relationship with the Board of Education. Both were very valuable assets to those projects and the Shubert in general.
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