 Proposal for Fellowship Placement • Summer 2018

- Organization: International Festival of Arts & Ideas
- Full street address of organization: 195 Church Street, 12th Floor
- Website: www.artidea.org
- Name and title of person who will be the Fellow’s direct supervisor: Sarah Sherban, Louise Endel Community Engagement Manager
- Phone number and e-mail address of proposed direct supervisor: (203) 498-1212; ssherban@artidea.org
- Placement dates: May 29 – July 6, 2018
- Are placement dates flexible? If so, please describe: Due to our Festival schedule, we are not able to offer flexibility between the dates of May 29 – June 23 and would strongly prefer candidates who can commit fully until at least June 29. Flexibility is available June 30 – July 6.
- Proposed work schedule: During the length of the Festival (June 9-23), the Fellow will be asked to have a flexible schedule that may include many evenings and all weekends. Outside of this time period, the Fellow will be able to make reasonable adjustments (including shortened days) to compensate for any additional hours served during the time of the Festival.
Placement Description

- Organization description:

Our mission is to create an internationally renowned festival in New Haven of the highest quality with world-class artists, thinkers and leaders, attracting and engaging a broad and diverse audience, celebrating and building community and advancing economic development.

More than 80,000 people joined us last year from across the country and right here in New Haven. Previous artists include Yo-Yo Ma, Camille A. Brown, and the Mark Morris Dance Company. The Festival also brings the biggest thought leaders in the world to our hometown for intimate discussions on the ideas that drive us.

We strive to create a Festival that is fun for ALL—focusing on making culturally relevant selections in programming and decrease barriers to access by offering 80% of our events free and providing hundreds of additional free- and reduced-cost tickets. Additional community engagement efforts include our High School Fellowship Program, Community Ambassador Program, and neighborhood “pop-up” festivals.

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

The Yale Fellow will immerse herself/himself in the June programming of the International Festival and will work directly with volunteers to collect surveys on the New Haven Green, at theatrical and concert performance spaces, and during Ideas talks. This is an excellent opportunity to be the face of the Festival, working closely with lead staff and the experts from Quinnipiac University.

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

In order to ensure we are meeting our goals, it is imperative that we collect great data from our audiences. Since 1996, we have worked with Quinnipiac University to compile
an annual Economic Impact Survey that analyzes and compiles our impact on the City of New Haven and throughout Connecticut. Working closely with our Community Engagement Manager, the Yale Fellow will lead up to twenty short-term volunteers who make it possible for us to collect more than 1,000 individual surveys during the Festival. She or he will also take a lead role in survey collection, attending Festival events and performances and distributing surveys to audience members. This Fellow’s support will ensure that the Festival has an accurate picture of our audience, allowing us to continue to receive funding and take a realistic look on whether we are meeting our goals of attracting a diverse audience!

Specific duties include:

- Recruit 15-20 members of survey team from Festival’s database of volunteers
- Train survey volunteers
- Oversee all Survey volunteers, communicating regularly to ensure compliance and satisfaction
- Develop survey collection strategy (including event selection and calendar)

for volunteers

- Attend select Festival events to collect survey information from attendees and provide supervision for volunteers
- Enter survey information into database in a timely matter
- Communicate concerns and successes regularly with Festival staff

- Specific skills/experience required for the project (please list):

We welcome Fellows with diverse life experiences and academic interests. Our most successful Fellows have had excellent organizational skills with the ability to multi-task and be flexible in a creative, fast-moving work environment; outgoing personality, inquisitive and a sense of humor; strong leadership and interpersonal skills working with people from all walks of life; proficiency in Microsoft Word and other basic computer programs; and effective communication and problem-solving skills. Basic/colloquial Spanish verbal fluency preferred but not required.

Due to the high level of responsibility and autonomy required, this position is best-suited for a graduate- or professional-level student.
Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):

Weekends and evening hours are required during the Festival’s run from June 9 – June 23. A vehicle is not required or recommended; all work will take place at the Festival’s primary office (195 Church Street) and throughout Downtown New Haven. Transportation between Festival events will be provided upon necessity and as-available.

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.

The Festival has a long relationship with Yale University, including hosting multiple Fellows over the past twenty-plus years. Most recently, in 2017 we hosted a Fellow who supported the High School Fellowship Program and its students. Fellows have also helped the Festival collect economic impact surveys and activate local volunteers.