Proposal for Fellowship Placement • Summer 2019

- Organization: International Festival of Arts & Ideas
- Full street address of organization: 195 Church Street, New Haven, Connecticut
- Website: www.artidea.org
- Name and title of person who will be the Fellow’s direct supervisor: Chad Herzog, Co-Director & Director of Programming
- Phone number and e-mail address of proposed direct supervisor: 203-498-1212, tgriggs@artidea.org
- Placement dates (8-11 weeks between Tuesday, May 28 and Friday, August 9, 2019): Tuesday, May 28 through Thursday, July 25
- Are placement dates flexible? If so, please describe: It is critical that the Fellow is available from May 28 through June 24. Placement may otherwise be shortened or extended upon request from Fellow and agreement of Festival and Yale University.
- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Due to the nature of the Festival, evening and weekend availability is required of every member of the Festival team June 8 through June 22. Core hours will likely be: 1PM – 8:30 PM Tuesday through Sunday, with significant flexibility with breaks and start times to be determined at the beginning of the Fellowship. After June 22, the Festival’s standard hours are Monday through Friday from 8:30 AM to 5:30 PM.

Placement Description

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

The International Festival of Arts & Ideas believes that great arts and great conversations lead to a great community. Each June we attract people from across Greater New Haven
and around the world for two weeks of “smart fun”—including world-class art, preeminent thought leaders, and free activities for people of every age and interest. Locally we are most famous for our events on the New Haven Green, which imbibe the Downtown area with vitality in the month of June. This includes our free nighttime concerts, which draw 10,000+ people to our city each night. Come “Festival” with us!

- 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 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 community.

- Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.)

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:

- Work with volunteer coordinator to identify 15-20 members of survey team from Festival’s database of volunteers
- Work alongside Quinnipiac University student intern to ensure the fidelity of the survey
➢ 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

o List specific skills/experience required for the project:

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.

o Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):

Weekends and evening hours are required during the Festival’s run from June 8 – June 22. 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.

o 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.

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. Yale alumni also have a strong presence on our Board of Directors, senior staff, and seasonal staff.