Proposal for Fellowship Placement • Summer 2020

- Organization:
New Haven Department of Arts, Culture & Tourism

- Full street address of organization:
165 Church Street, New Haven

- Website:
www.newhavenct.gov

- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis):
Kim Futrell, Acting Director/Community Outreach Coordinator
Director (name TBD due to potential Mayoral transition)

- Phone number and e-mail address of proposed direct supervisor:
203-946-7172 kfutrell@newhavenct.gov

- Placement dates (8-11 weeks between Tuesday, May 26 and Friday, August 7, 2019):
May 26-August 7, 2020

- Are placement dates flexible? If so, please describe:
Yes

- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week):
9am-5pm with occasional evenings or Saturdays

Placement Description

- Organization description
The mission of the Division of Arts, Culture and Tourism is to improve the quality of life for New Haven residents. By celebrating arts, culture and tourism, it becomes a catalyst
for economic development, civic engagement and spiritual uplift. We assist, promote and encourage artists, events, arts and cultural organizations in New Haven. Our department serves as the steward for the municipal collection of globally inspired public art.

Arts, Culture and Tourism does the following:

- Supports a wealth of neighborhood activities through the Mayor's Neighborhood Cultural Vitality Grant Program
- Enhances municipal buildings and schools with public works of art through our Percent for Art Program
- Produces community events such as the noted and well attended Holiday Tree Lighting on the Green.

Additionally, we provide support to the film industry. We assist filmmakers in identifying possible locations within the city, negotiating and coordinating city services and other location needs and costs.

- **Write a 1-2 sentence summary of the work that the Fellow would be conducting**
  New Haven’s DACT has been delighted to work with the Fellow assigned to advance both civic-pride-of-place and spiritual uplift for ALL NHV residents and visitors. Tasks range from cataloging public art works (2014-present);

- **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.)*

- **List specific skills/experience required for the project:**
  Computer skills, organization, ability to work independently

- **Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):**
  May require occasional evening or Saturday
• 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.

Organizing exhibition openings; coordinating logistics for performances; assisting community organizations with event marketing, planning and implementation