Proposal for Fellowship Placement • Summer 2020

- **Organization:**
  Connecticut Center for Arts & Technology (ConnCAT)

- **Address of organization:**
  4 Science Park, New Haven, CT 06511

- **Website:**
  www.conncat.org

- **Name and title of supervisor**
  Steve Driffin

- **Phone number and e-mail address of proposed direct supervisor:**
  203-823-9823 x120
  sdriffin@conncat.org

- **Placement dates:**
  June 1, 2020-August 14, 2020

- **Are placement dates flexible? If so, please describe:**
  Yes. Placement dates are flexible. If a fellow has pre-existing plans, simply speak with the supervisor to arrange scheduling. As well, we hope the fellow can be flexible as well.

- **Proposed work schedule**
  Mon-Friday 7.5 hours per day with flexibility based on programmatic needs.

**Placement Description**

- **Organization description:**
ConnCAT’s Mission: To inspire, motivate, and prepare youth and adults for educational and career advancement through afterschool arts and job training programs.

ConnCAT’s Vision:
To create a learning environment that inspires hope, innovation, creativity, and excellence while providing a path for individuals to revitalize the landscape of the urban community.

**Summary of Work:**
The proposed project for the Yale Presidential Fellow at ConnCAT is multifaceted and will provide a robust organizational experience for the selected candidate and simultaneously benefit our own progress towards our summer goals. The Fellow will be supervised by the Youth & Community Programs Manager, assisting with the development and logistics and dynamics of the summer program. The Fellow will assist instructors, coordinate trips and manage daily functions as well as interface with the youth and families of the summer program and will provide instruction, determine outcomes, and evaluate performance.

**Project Description & duties:**
Youth participants in the **CONNCAT SUMMER ARTS** program have learned about the Harlem Renaissance, and Motown specifically highlighting the era, the artists, and the impact, while creating art that both pays homage to these periods and expressed their own collective identity through Theater, Art, Music and Dance, to name a few. A trip to Harlem New York provided direct exposure to the landmarks they researched as well as an experience of the festivals of Jazz and Dance offered at Harlem Week events, Apollo Theater, and the Cotton Club. The summer of 2019 boasted a trip to Washington D.C. and the Smithsonian Museum of African American History. The culminating event of each summer is the student art exhibit, which has been attended by more than 1,500 community members, family, and friends, including the daughter of Cab Calloway, Cecilia Calloway through the years.

The summer program promises never a dull moment for the Yale Fellow. With a hands on experience, the Fellow will work at a fast paced program consisting of co-creating a summer schedule and developing and coordinating trips, monitoring daily attendance, working with over 60 youth, youth workers, volunteers and instructors in different capacities; in addition, the fellow will assist the Program Manager with day-to-day duties as needed and attend meetings pertaining to the summer program. As well, the fellow will be working closely with the youth to address any emotional/behavioral concerns. The fellow’s in-depth involvement will give him/her the opportunity to develop positive relationships with youth from all walks of life; the
ability to work in a fast-paced program, give program development experience and above all else, develop a long-lasting relationship with the ConnCAT family.

- **Specific skills/experience required for the project; the Fellow should possess:**
  - Strong organizational skills
  - Strong written and oral communication skills
  - Strong familiarity with Microsoft Office/Excel
  - Experience with office work preferred
  - Ability to communicate with a wide variety of interested parties
  - Familiarity and ability to address low-level behavioral issues

- **Additional requirements:**
  Applicant may be invited to chaperone out of state trips which will extend beyond regular work hours; however, transportation is not a requirement for this role.

**Work that Yale students have done with ConnCAT in the past and present.**
- Assist in the summer registration process
- Worked with administrative staff to improve processes of collecting and recording attendance of youth participants in our summer program.
- Helped to develop and administer a pre- and post-survey for youth participants.
- Assist in programmatic needs
- Created programmatic promotional materials for adult and youth programs offered by ConnCAT and
- Help develop/organize class schedule