Yale University President’s Public Service Fellowship

Request for Placements • Summer 2020

- Organization: Elm Shakespeare Company

- Full street address of organization (Fellows must be provided with a desk and computer at placement site and cannot work remotely):
  Southern Connecticut State University, Wintergreen Avenue New Haven CT 06515

- Website: www.elmshakespeare.org

- 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):
  Rebecca Goodheart, Artistic Producing Director

- Phone number and e-mail address of proposed direct supervisor:
  (203) 392-8882  Rebecca@ElmShakespeare.org

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

- Are placement dates flexible? If so, please describe:
  Yes! We could start later if necessary, and end dates are certainly extendable if desired. The PPS Fellow should inquire if interested.

- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week):
  Hours from May 26th-July 10 are standard business hours Monday-Friday, 10am-5pm. Once Rehearsal begins in July, work will shift to a 6-day week, with Mondays as the day off. Hours will not exceed 37.5/week, but may vary depending on the production needs.

- Organization description (mission statement, population served. 150 words or less.): Summer 2020 is a huge year for Elm Shakespeare as it celebrates its 25th Anniversary! In its 24 year history, Elm Shakespeare Co. has given the gift of FREE professional Shakespeare to over half a million people in Edgerton Park, and inspired thousands of students throughout the city and beyond with its innovative, performance-based
education programs. The company is dedicated to igniting a spark in our shared humanity, and enriching the lives of ALL New Haven citizens no matter their economic status, race, sexual orientation, gender or cultural heritage by bringing world-class artists together with a wide cross section of the community to explore the timeless stories and poetry of Shakespeare as he was intended – through performance. Beyond performing for the community, Elm works with the community to bring these universal stories to life, giving individuals the opportunity to find their voice and be heard in ways that change our community for the better.

• Write a 1-2 sentence summary of the work that the Fellow would be conducting
  The Production Management Fellow will work directly with the Producer on a host of production management tasks including preparation of Union contracts, production meetings, playbill copy editing, company travel arrangements, donor appreciation and company communication.

• 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.)

Producing is the art of foresight and great communication when all goes well, and real-time creative problem solving the other 75% of the time. The Production Management Fellow will have hands-on whirlwind tour of in-the-trenches arts management, with one of New Haven’s most respected theater companies. With a year-round staff of four, however, Elm Shakespeare Company, while known for its world-class productions that perform for as many as 2,000 people in one night, is a perfect training ground for an ambitious and energetic arts lover who is hungry to experience a scope of theater making first hand. He or she will work directly with Producing Artistic Director, Rebecca Goodheart supporting her broad scope of duties. Tasks will shift from day to day, as will the people – the overarching goal being the facilitation of great art by visiting artists and the enjoyable experience of our audiences.

This facilitation includes myriad simple and mundane jobs, many of which a Producer must foresee, and often requiring real-time problem solving. Specific tasks the Production Management Fellow will work on include:

• Preparation of Union Contracts and Weekly Reports
• Gathering of Cast & Crew Biographies and Pictures
• Arranging and Facilitating Artist travel & arrival
• Overseeing and maintaining Artist Housing
• Cast/Crew Care & Feeding (Cantine Table in rehearsal, Water & Meals in the Park)
• Organization of Opening/Closing Night Parties
• Coordination of Artist transportation in town
• Distribution of marketing materials
• Distribution of neighborhood letter regarding summer park performance schedule prior to occupancy
• Organizing & Assisting in Dressing Room Set Up & Breakdown
• Organization of Marketing Opportunities such as community talk backs or preview mini-performances.
• Involvement with 25th Anniversary Gala Planning Committee

At the conclusion of the fellowship, the Production Management Fellow, like the Producer he or she is supporting, will have had experience with almost all aspects of production including marketing, production management, company management, union regulations, rehearsal protocols, and community and donor relations. He or she will have a production management credit for their resume. He or she will also have worked one-on-one with an experienced arts leader, had an in-depth experience of how a regional theater works, and built a host of relationships with some of the most respected theater artists on the eastern seaboard.

• List specific skills/experience required for the project:

• Strong office skills required: (Microsoft Office: Word, Excel)
• Great communication skills, able to work with many different people
• Strong organizational skills with attention to detail
• Flexible, good problem solving skills
• Ability to work on multiple projects and keep the logistics of each separate
• Valid Driver’s License/Owns car
• Interest in/experience with theatrical production a plus
• Ability to keep confidentiality
• Sense of Humor
• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement: You will need a vehicle. Parking available at all sites. There is a mileage reimbursement of $0.55/mile, tracked by distance from office to program site/storage, and paid at end of the fellowship.

• 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.

Elm Shakespeare hosted a PPS fellow in 2017 to great success. Because of the fellow’s special skill set (as a graduate student in YSD), we were able to expand her assignment to include serving as our Ass’t Stage manager, under her first union contract. However, before production, she also performed a host of pre-production duties, including creating a successful Speaker series in the community to supplement the performances and increase visibility.