Yale University President’s Public Service Fellowship
Proposal for Fellowship Placement • Summer 2020

- Organization: International Festival of Arts & Ideas

- Full street address of organization (Fellows must be provided with a desk and computer at placement site and cannot work remotely): 195 Church Street, 12th Floor

- Website: www.artidea.org

- Name and title of person who will be the Fellow’s direct supervisor: Shannon Mykins, Institutional Giving Manager

- Phone number and e-mail address of proposed direct supervisor: (203) 498-3760, smykins@artidea.org

- Placement dates (8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020): May 4, 2020 – July 10, 2020

- Are placement dates flexible? If so, please describe: Placement dates are flexible, however Fellow must be available June 13-27 in order to participate in our Festival.

- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Our traditional office hours are between 8:30 am and 6 pm, Monday – Friday. Work schedule is flexible based on the needs and work-style of the Fellow. Due to the nature of our work, we require a Fellow who is able to adjust her/his/their schedule in order to work on select Saturdays in May and during evening hours during the Festival (June 13-27).
Placement Description

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

  Founded by three community leaders in 1996, 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.

  In June, we welcome up to 100,000 people to our two-week festival, including people from every region of Connecticut and visitors from around the US and across the world. At our Festival, attendees witness once-in-a-lifetime artistic productions, participate in conversations led by the world’s preeminent thought leaders, and have fun at free concerts, walking and bike tours, and family-friendly activities. In addition to the June festival, we work year-round to connect with the local community through our Arts & Ideas High School Fellowship Program, the NEA Big Read, and more.

- 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 Fellow will co-lead the Economic Impact Survey, working alongside leadership staff and another intern to review our current system of impact measurement, manage and train volunteers, and conduct more than 1,000 in-person surveys during the International Festival of Arts & Ideas’ two weeks of programming. Post-festival, the Fellow will lead the data management and analysis processes to identify major trends.

- 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

• 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.

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

Evening and weekend hours required during the period of June 13-June 27. A personal 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.
• 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 International Festival of Arts & Ideas has been honored to host multiple Yale President’s Public Services Fellows over the years. Fellows have strengthened our Economic Impact Survey process and have supported our community engagement work with youth. This program is an important component of our close relationship with Yale, and we are happy to be able to play a part in connecting the university community to the broader New Haven community through this work.

Yale University students, faculty, and alumni play a significant role at our organization with a strong presence on our Board of Directors, senior staff, and seasonal staff.