

## **AWI Pathways x Youth Summer Arts Experience Pilot Program**

### **Program Description:**

During summer 2022, the Connecticut Office of the Arts' Arts Workforce Initiative (AWI) Pathways and Career Resources, Inc. (CRI) will collaborate on a Youth Summer Arts Experience that will give justice-impacted children (aged 16-18) the opportunity to explore non-traditional vocations in the arts. This pilot project, facilitated through AWI Pathways, will serve residents and arts organizations in Bridgeport. This collaboration is intended to serve as a pilot model for similar programs throughout the state and as a means of addressing disparities that exist within the arts community, as well as creating a workforce pipeline in the arts for young talent negatively impacted by the justice system.

**Program Duration:** 6 weeks (July 5, 2022 - August 12, 2022)

**Participant Compensation:** Participants will receive a \$1800 stipend for 6 weeks, for a maximum of 20 working hours a week. Working schedules will be arranged by organization supervisors and paired participants, and biweekly payments will be sent by CRI.

**Organization Information:** 5 organizations will be selected to host 2 individuals (aged 16-18) each. Organization supervisors are responsible for keeping track of participant attendance, producing a job description, overseeing the execution of tasks, and submitting a final report.

### **Information to Keep In Mind:**

#### **1) What types of organizations are considered for the Youth Summer Arts Experience pilot program?**

We consider organizations that have the capacity to provide a hands-on work experience that gives Bridgeport youth exposure to diverse mediums of art and encourages them to explore various careers in the arts. We also consider organizations that align with CRI's mission to improve communities through the dignity of work and, specifically for this program, create a valuable talent pipeline that supports justice-impacted youth. Additionally, we're seeking organizations whose mission and values emulate the Connecticut Office of the Arts' READI framework. READI stands for Relevance, Equity, Access, Diversity, and Inclusion. More information about the framework can be found [here](#).

#### **2) How do I know my organization is a good fit?**

Your organization is a good fit if:

- There are opportunities for youth to be mentored as well as for them to observe and partake in one-on-one and group professional settings to foster growth, ask questions, and participate.
- Its mission and values align with READI.

- It has experience managing interns/apprentices and has the capacity to manage interns/apprentices.
- It has an open and engaging role for 2 teenagers, that provides engaged supervision and clearly defined job responsibilities that speak to developing the talents of young adults in the workplace.
- It has a positive work environment for talent to thrive in an in-person work experience.

### **3) How can my application stand out from other organizations?**

To make your application stand out, please complete the entire application. Also, be intentional and thorough with your answers—particularly the uploaded job description and open-ended questions. We're seeking applications that best reflect how the organization strives to align with READI principles, how the selected participants will be impacted by the experience through career development, and how the selected participants will be integrated into the daily workflow. Please only submit one job description.

### **4) If selected as a host organization, how do I onboard my Youth Summer Arts Experience participants?**

Because each organization is different, each organization will be responsible for onboarding their participants. We recommend that supervisors review the job description, confirm working hours and the process for reporting hours; and decide convenient communication methods with their selected participants. We also encourage that organizations follow an orientation model that includes a tour of the organization, introduction to employees and a preliminary training. Immersive and constructive learning is key! (Kindly note, participants will have 1 week of soft skills workplace readiness training prior to starting work on-site.)

Supervisors and apprentices are to determine the exact work schedule. Participants should work no more than 90 hours for the entire program (July 5, 2022 - August 12, 2022) and no more than 20 hours a week.

Below is a checklist for onboarding guidance.

### **5) How do I navigate COVID during this program?**

Please be mindful of statewide policies and mandates that may impact opening/closing, masking, and vaccine requirements because of COVID-19. Please review procedures and include a statement about when/how participants can work on-site. If challenges arise, both the organization and participants should come to an agreement that results in a safe professional environment that doesn't compromise the work experience. Kindly note, the Connecticut Office of the Arts nor Career Resources, Inc. are not responsible for the health and safety of selected host organizations and participants.

## 6) Do I get to choose my Youth Summer Arts Experience (YSAE) participants?

To avoid biases and to maximize the value of YSAE for host organizations and participants, the entire matching process will be completed by the Office of the Arts and Career Resources, Inc. Neither prospective organizations nor participants will have insight into either candidate pool during the application process. Matches are determined by a variety of factors including but not limited to common interests and values, skills, accessibility to get to on-site location and alignment with READI principles.

### Timeline Overview

*\*\*Kindly note, dates are subject to change so please make sure to add [brianna@brvisionaryconsulting.com](mailto:brianna@brvisionaryconsulting.com) and [wjean-pierre@careerresources.com](mailto:wjean-pierre@careerresources.com) to your email contact list to ensure you receive all notifications.*

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| Employer Recruitment Breakfast/Info-Session  | Monday, May 9th                          |
| Organization applications open   | Wednesday, May 11th                      |
| Participant applications open  | Week of May 16th                         |
| Interviews and preliminary discussions between AWI Pathways, CRI, organizations, or participants begin | Monday, May 23rd                         |
| Organization applications close  | Wednesday, June 8th                      |
| Participant applications close   | Wednesday, June 8th                      |
| Interviews and preliminary discussions between AWI Pathways, CRI, organizations, or participants end   | Wednesday, June 15th                     |
| Organizations and Participants are matched and notified  | Thursday, June 16th                      |
| Organizations and Participants have introduction meetings with each other                              | Week of June 20th                        |
| Orientation(s)/Program Kick-Off Meeting(s)   | Week of June 28th                        |
| Week 1 Soft Skills Workplace Readiness (Training)  | Tuesday, July 5th - Friday, July 8th     |
| Weeks 2-5 Immersive worksite experience  | Monday, July 11th - Friday, August 5th   |
| Weeks 6 Final Project Submission / Participant Report Due  | Monday, August 8th - Friday, August 12th |
| Organization Report Due (to be submitted via Survey Monkey Apply)                                      | Friday, August 12th                      |
| 6-month Lookback Completed   | By Tuesday, February 28, 2023            |

## Onboarding Checklist

- Get to know your apprentices through introduction calls.
  - Review the submitted job description. (*Kindly note, this may be your participants' first work experience. Use the call to identify adjustments to the job description.*)
  - Exchange contact information.
- Agree to a working schedule and timesheet system with your apprentices and share with Brianna/Winchelle.
- Have your participants complete any required paperwork according to your organization's HR policy (i.e., emergency contact form)
- Schedule a day/time for participants to tour the organization, meet employees and have on-site training.
  - Share links/materials to inform participants about your organization.
  - Share links/materials that may be useful to their work performance.
- Schedule a day/time to check-in with your participants on a regular basis so they feel supported and can receive/give feedback on their work performance.