

Tuesday, July 12, 2011

Arts Education Administrative Intern

Please send cover letter explaining your interest in the position and resume by August 1, 2011 to Courtney Scheel at ► [Share](#) | [Print](#) | [Download](#) courtney@bax.org. Email only please. Include "Fall Internship" in the subject line.

Arts Education Administrative Intern

BAX/Brooklyn Arts Exchange, a multi-disciplinary performing arts organization in Park Slope, Brooklyn is seeking a motivated, intelligent, good-humored and organized individual to join the education team during their busy fall trimester.

Intern duties will include:

- Assisting Education Director and Education Assistant in all administrative tasks including class preparation and scheduling, outreach, registration and database management.
- Completion of an independent intern project in collaboration with supervisor e.g. outreach for education program, developing a video archive etc.
- Assisting teaching artists, including observation, set up and breakdown of classrooms.
- Covering the front desk- reserving rehearsal space, answering phones, communicating with families.
- General maintenance of space.
- Logistical Support for our Education programming, student concerts, and our partnerships with public and private schools.

Qualifications:

- College or Graduate student with related major and/or keen interest in pursuing a career in arts education and/or arts administration sectors. Previous work experience in the performing arts a plus.
- Good writing and communication skills- should be adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX, please visit www.bax.org

20-25 hours/ week minimum

(preferably between 9am-6pm, but Saturday from 9 -1pm also available)

\$850 Stipend for a commitment from September 6th to December 18th, 2011

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