

Wednesday, September 12, 2012

Festivals Internship

Please send cover letter explaining your interest in the position and resume by October 4, 2012 to Emma Sullivan at ► [Share](#) | [Print](#) | [Download](#)
 eduintern@bax.org. Email only please. Include "Festivals Internship" in the subject line.

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 team during their annual YOUTHWORKS program followed by the Teen Arts Conference (TAC).

YOUTHWORKS is an opportunity for young people (ages 7-18) to imagine, create and perform their own original plays, dances/choreography or other performance work. Professional artists work with these aspiring young artists as coaches and advisors throughout the creative process. YOUTHWORKS coordinator, Donna Costello, leads the orientation session, recruits the coaches and produces the concerts. Coaching sessions are on Saturdays and/or Sundays in December and January.

The TAC (Teen Arts Conference) takes place March 15- 16, 2013. The conference gives teen performing artists (ages 13-18) from schools and organizations across New York City an opportunity to participate in a day of free arts workshops, engage with leaders in the field, and share their work in a culminating gala performance. The conference is designed to accommodate 100 students and 25 additional performing arts teachers and also includes a workshop just for teaching artists.

Intern duties will include:

- Assisting program coordinator in all administrative tasks and taking a leading role in preparation and coordination of Youthworks Performance and TAC
- Attending all coaching sessions, planning meetings, post-show wrap-up meetings
- Conducting post-program wrap-up including thank you letters, follow ups with families, and archiving materials
- Helping to elevate the profile of the programs
- Recruiting new participants and groups for each program
- Maintaining correspondence with participants Documenting each program using photos, video, and music

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 enjoy working with children.
- Experience with BAX or either program a plus

This is a great opportunity for a teaching artist or aspiring arts administrator to deepen their skills working with young people and understand what kind of administrative support is required to run both programs successfully.

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

Required to work between 5-7 hrs per week onsite. Must be available for all or most Youthworks coaching sessions. \$425 Stipend, barter for rehearsal space or combination. This is a 23 week commitment from October 15, 2012- March 23, 2013.

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[< back](#)

[previous listing](#) • [next listing](#)