

Tuesday, February 26, 2013

## Summer Arts Program Administrative Internship

Angelica Falcinelli, education@bax.org

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### Summer 2013 Arts Program Administrative Intern

BAX/Brooklyn Arts Exchange, a multi-disciplinary performing arts organization in Park Slope, Brooklyn is seeking a motivated, intelligent, good-humored, organized individual, who loves working with kids to join the education team during the popular Summer Arts Program. The summer intern will work closely with the education staff, counselors, group leaders, teaching artists, and program participants (85 children grades K-6).

Intern duties will include:

Assisting Education Director, Education Manager and Education Assistant in all administrative tasks including preparation and scheduling for upcoming fall trimester, outreach for fall internship position 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 group leaders and summer program counselors when needed- particularly during transitions, lunch outings to a local park and late pick-up program. Assisting summer program specialists, including set up and break down of group activities. Class observation. Covering the front desk- reserving rehearsal space, answering phones, communicating with families. Leading and engaging children in creative summer program activities. General maintenance of space.

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 experience in the performing arts a plus. Excellent writing and communication skills Adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX and our summer programs, please visit [www.bax.org](http://www.bax.org)

June 4 – August 16, 2013

20-25 hours/ week minimum (preferably between 8am-5pm Mon-Fri)

\$550 Stipend (for entire length of internship)

Please send a cover letter explaining your interest in the position and a resume by Saturday, April 6th, 2013 to Angelica Falcinelli at education@bax.org.

Email only please. Include "Summer Internship" in the subject line.

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