

Wednesday, July 10, 2013

Artist Services / Special Projects Intern

For more information about BAX, please visit www.bax.org Please send cover letter explaining your interest in the position and resume by July 30, 2013 to artistservices@bax.org. Email only please. Include "Internship" in the subject line. [Share](#) | [Print](#) | [Download](#)

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 artist services department.

BAX is seeking college graduate (or equivalent) for a new internship position to start October 2013. College or Graduate student with related major and/or keen interest in pursuing a career in arts administration/curatorial sectors. Previous work experience in the performing arts a plus.

Excellent writing and communication skills

This is a 9 -10 hours per week (in the office) plus some weekend and evening responsibilities, totaling no more than 15 – 20 hours per week average. 14 week commitment starting first week of October through first week of February (time off during December holidays). Stipend is \$55/week or \$770 for full 14 week commitment. Intern is also eligible to receive 20 hours of free rehearsal space during their internship as well as free performance tickets to any BAX production.

Position will assist the Executive/Artistic Director in all manner of administration, and implementation towards the goal of meeting artist's needs, answering questions, making connections for and with them to other departments and staff members in the organization and representing the artist service department in connection to education initiatives. Applicant must have a flexible evening/weekend schedule, excellent communication skills, database experience. Familiarity with and deep interest in NYC experimental dance/theater a BIG plus.

Responsibilities include but not limited to:

Nine hours a week of office administration (mornings preferred)

Assist with application process

Work on artist "alumni" initiatives

Provide assistance with artist led workshops, showings, performances, events

Attend production and marketing meetings with artists and staff, seek additional support when needed.

Attend overall staff meetings

Seek other opportunities for BAX artists and their work both in and outside of the organization

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