

Monday, June 15, 2015

BAX/Brooklyn Arts Exchange is seeking an Education Manager

Company: BAX/Brooklyn Arts Exchange

Location: Brooklyn, NY

Compensation: Low-mid 30's and is commensurate with experience

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BAX/Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages, from children to professionals. The organization offers community access to arts and culture, supporting the creation of new work by emerging artists, engaging diverse audiences and providing arts education to youth and families. BAX has intentionally constructed an environment where children study and professional artists create under the same roof. Students are mentored by professional directors and choreographers. The organization's distinct focus on developmental process makes it a nurturing incubator for experimental dance and theater artists and is an important advocate for under-represented voices in the New York City performing arts community.

We seek a Full Time Education Manager to support our youth educational programs in dance, theater and tumbling. The ideal person has at least 2-3 years of professional experience working as a programs administrator and has a passion and enthusiasm for youth education and experience/knowledge in dance/theater education and performance. The Manager must enjoy working collaboratively in a broad range of settings with a diverse group of people and in a multi-faceted and fast-paced organization. Manager works closely with Education Director on program planning, including annual class schedules and descriptions, as well as program assessment. A successful candidate is energetic and personable with strong public-speaking and family/community outreach skills. The ideal candidate is an excellent administrator, highly detail-oriented, and effective at developing and maintaining internal management systems. The position reports to the Education Director and co-supervises Education/Admin Coordinator and Education Interns. The Education Manager also works closely with, and provides administrative support to, the School Breaks Director, Youthworks Director (seasonal) and BAX Faculty (approximately 20).

BAX's educational programs include six days a week of year-round dance, theater and tumbling classes from tots – high school students, seven youth performing workshops/companies, arts education programs in 4-6 Brooklyn public schools and local pre-schools, two free education festivals, two week-long school break programs and a full day seven- week summer program in the performing arts for 5-11 year olds.

Responsibilities include:

Support all Educational programs, including six days a week of youth classes and youth performance-based workshops, seasonal programs and annual special events, including providing administrative and direct support to culminating youth performances (gathering tech/program information, coordinating performance filming, costume organizing, hosting events, etc.).

Manage departmental and inter-departmental project work-back schedules and organize event planning detail.

Organize youth class schedules, pricing, discounts and registration tracking systems – class calendars (print, online registration, and database); provide regular registration updates and enrollment assessments, wait-lists, and financial aid allocations; serve as department liaison with front desk administrators to provide ongoing program and system updates.

Administer family, community and BAX faculty communication, including regular updates, announcements, permission slips, program/outreach opportunities, etc.

Maintain up-to-date department, program and tuition policy information on website, including changing class/program information, performance schedules, strategic highlights, as well as more general information on philosophy, faculty bios, etc.

Contribute to marketing content; advise on marketing & communication schedules; actively participate in Education and Marketing & Communication departmental meetings, including developing meeting agendas with M&C Manager.

With guidance from Education Director and School Breaks Director, manage the hiring of School Break Arts Program's Junior and Senior Counselor staff and CITs; build seasonal staff pay schedules and track year-round and seasonal faculty contracts and HR materials.

Provide some administrative training and guidance to seasonal education interns.

Track department petty cash and specific program budgets.

Qualifications:

BA or BFA in arts or arts education field preferred. Dance and theater education/strong interest required.

No less than two years of administrative experience, preferably with arts education and within the non-profit sector.

Excellent administrative, organizational, multi-tasking and time-management skills; exceptional attention to detail, deadlines, and project work-back schedules.

Ability to manage and develop administrative systems and databases (FileMaker or equivalent).

Strong interpersonal, collaborative, public-speaking and communication skills.

Knowledge and experience with basic computer technology including database (Filemaker or equivalent), Microsoft office, social media, WordPress; comfort with web design a strong plus.

Working knowledge of NYC public school system a plus.

Schedule:

The Education Manager's schedule is generally 10am-6pm, Mondays-Fridays, with at least one departmental weekend/evening event per month. Comp time is provided to offset any additional weekly hours.

Compensation:

The salary range for this position is low-mid 30's and is commensurate with experience. Benefits package includes medical health insurance, paid vacation and sick days, and the opportunity to contribute tax-free to a 403b plan, flexible spending account, and Transit Chek. This is an excellent professional development and growth opportunity for someone looking to draw from BAX's nearly 25 years of experience providing youth and family services.

Application Instructions:

Qualified candidates should email cover letter and resume to search@bax.org (PDF's preferred) with subject line: "Education Manager Position."

This position is open until filled. However, it is our intention to interview throughout July. Ideally the position will start the week of August 24th with a paid 2.5 week training period. Fall 2015 BAX classes begin September 16th; Fall Education Department kicks off with a Faculty meeting September 8th and a Family Open House on September 12th.

To learn more about BAX and BAX Youth Education, please visit www.bax.org and www.youth.bax.org

BAX/Brooklyn Arts Exchange is an equal opportunity employer committed to creating and developing an inclusive staff team. People of color and individuals of diverse backgrounds are strongly encouraged to apply.

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