

Monday, March 14, 2016

Youth Education Administrative Intern Summer 2016

Company: BAX | Brooklyn Arts Exchange
Location: Brooklyn, NY

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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. BAX Youth Arts Education provides expert instruction in building technical skills in dance, tumbling, and theater with an emphasis on cultivating creative expression. Working with professional performing arts faculty, BAX students develop improvisation, original composition, and performance skills, working independently and in collaboration. BAX Youth classes, school breaks programming, festivals and events embody BAX's overarching mission to provide the space and support for "artists-in-progress" to explore, hone, and share their unique voice.

The Summer Youth Education Administrative Internship is a 25 hours a week commitment, Monday, June 13- Monday, August 22, 2016 (approx. 11 weeks), which includes a week or so of training. The summer intern will work closely with the Education Staff and Summer Arts Program staff including counselors, group leaders, teaching artists, and program participants (approximately 85 children grades K-6).

Intern duties will include:

Assist Education Department Staff in all administrative tasks including preparation for upcoming fall term, faculty contracts, outreach for fall internship position and database management.

Hands on program and administrative support to Summer Arts Program (working with youth ages 4.5-11), including assistance to program particularly during transitions, lunch outings to a local park and late pick-up program.

Covering the front desk- reserving rehearsal space, answering phones, communicating with families.

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/nonprofit sectors.

Previous experience with children and in the performing arts a plus.

Excellent research, writing and communication skills.

Adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX Youth Education and our summer programs, please visit www.youth.bax.org

Special interest areas:

Community outreach

Public school arts enrichment programming

Tween/teen programs

Social Media and web maintenance

Database organization

June 13 – August 22, 2016

25 hours/week minimum (specific schedule flexible/TBD)

\$690.00 Stipend

Please send a cover letter explaining your interest in the position and a resume to eduintern@bax.org. Applications will be accepted until the position is filled. Email only please. Include "Summer Internship" in the subject line.

BAX | Brooklyn Arts Exchange
421 Fifth Avenue
Brooklyn, NY, 11215
youth.bax.org

For more information:
Marissa
eduintern@bax.org
7188320018

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