

Saturday, December 15, 2018

## 2019 Spring Youth Education Administrative Intern

Company: Brooklyn Arts Exchange  
Compensation: \$1500-1750 Stipend

► [Share](#) | [Print](#) | [Download](#)

Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX Youth 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, composition and performance skills. BAX Youth Education, from classes to festivals, embody BAX's overarching mission to provide the space and support for "artists-in-progress" to explore, hone, and share their unique voice. For more information about BAX's Education Department, please visit [www.youth.bax.org](http://www.youth.bax.org)

**Internship Position:** The Youth Education Administrative Internship is a comprehensive 25-hours a week commitment (approx.). Candidates must be available for 2019 spring semester: January 28-June 22. Ideal timeframe is mid-to-late January for training with outgoing fall intern prior to official start on January 28th. This will be an exceptional opportunity for a young professional to learn about the inner-workings of a non-profit organization, community-based cultural center and arts education department. The intern will have an opportunity to participate in every facet of the department, from big picture program planning to hands-on support during events. This position is co-supervised by the Education Director and Education Manager.

Intern duties will include:

Assisting the Education Department including the Education Director, Education Manager and Education/Admin Assistant in all administrative tasks including class preparation and scheduling, festival and special event planning, school breaks program planning, community and family outreach, registration and database management;  
Assisting in weekly After-School Pick Up program (Monday, Wednesday, Friday from 2-3:30/4pm);  
Providing hands-on support during Youth Education special events and youth performances (specifically BAX's Teen Arts Conference on March 16 and students concerts weekend of June 8-9);  
Assisting BAX faculty, including set-up and breakdown of studio classes;  
Covering the front desk- reserving rehearsal space, answering phones, interfacing with constituents;  
Helping to maintain education spaces, supplies, costumes and props;  
Completion of an independent intern project in collaboration with supervisor(s).

Qualifications:

College graduate or graduate student with related major and/or keen interest in arts education and/or arts administration sectors. Previous work-experience in the performing arts a plus;  
Excellent writing and communication skills;  
Confident answering phones and using computers;  
Preferred candidates have experience with word, excel and web updating;  
Should be adaptable to a fast-paced working environment and comfortable multi-tasking;  
Confident and enjoy working with children;  
Self-motivated, good humored and organized.

25 hours/week (approx.): Strong preference for Monday, Wednesday, Friday (covering hours of 2-3:30pm is a must with additional, flexible administrative hours prior) and Saturday (9am-3pm). Schedule has some flexibility to be confirmed with Education Director.

Stipend Compensation: \$1,500-1,750 range, depending internship duration and commitment of weekly hours.

**To Apply:** Send resume and cover letter to [eduintern@bax.org](mailto:eduintern@bax.org) with subject line, "BAX Spring Education Admin Intern." Your letter should specify your interest in the position, BAX as an organization and how this role aligns with your longtime career goals. Also outline any relevant experience and include your spring 2019 schedule availability. Interviews will take place in early-January. Applications will be accepted until the position is filled. Applications should be sent by email only please. Given high volume of responses, only those applicants who will be invited for an interview will be contacted. No phone calls.

Brooklyn Arts Exchange  
[www.youth.bax.org](http://www.youth.bax.org)

For more information:  
Ashley Renee Thaxton-Stevenson  
[ashley@bax.org](mailto:ashley@bax.org)  
7188320018

[< back](#)

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