

Tuesday, September 15, 2020

## Administrative Internship (Part-Time & Fully Remote)

Company: Bridging Education & Art Together  
Compensation: College Credit

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### BRIDGING EDUCATION & ART TOGETHER (BEAT)

Incorporated in 2010, Bridging Education & Art Together (BEAT) is a NYC nonprofit organization and a registered NYC Department of Education Vendor that provides unique Hip Hop-based arts education to students in underresourced schools, community centers, and public institutions throughout NYC. We believe in the transformative power of Hip Hop to uplift and heal our bodies and minds. Our mission is to empower our youth and communities through creative expression.

BEAT currently runs four main programs:

BEAT Rockers is a music program that features beatboxing as the central tool for creative self-expression and speech therapy.

BEAT Breakers is a Bboy/Bgirl program that improves physical health and promotes healthier lifestyle choices by learning how to breakdance.

BEAT Explorers is an MCing/rapping, songwriting, music production, and career development program led by established, professional producers and MC's.

BEAT Letters is a visual arts program that focuses on the art of Graf Writing to send a message.

For more information please visit our website: [beatglobal.org](http://beatglobal.org)

### POSITION OVERVIEW:

The Administrative Intern's role is to provide administrative support to BEAT's Administrative Staff, who manage the operation of all organization initiatives, events, and programs. The ideal candidate will be a highly motivated and innovative individual who understands the importance of supporting an office environment. You will work closely with the Administrative Staff to complete day-to-day tasks, compile lists for grant & program research, and support the Administrative Staff on upcoming events and projects.

### RESPONSIBILITIES:

- Oversee special projects which they will be responsible for, for the entirety of their internship, and provide weekly updates on their progress
- Assist administrative staff by compiling research into designated Google Docs & Sheets
- Assist with current and upcoming initiatives
- Assist with outreach, preparation, and day-of needs for upcoming events, such as our Virtual Gala
- Various other day-to-day tasks, as assigned

### QUALIFICATIONS:

- Positive attitude, impeccable communication, and team player are an absolute must
- Highly motivated and has the ability to take initiative
- Strong verbal and written communication skills (informal and formal)

-Proficient in Microsoft Office Suite + Google Office

-General knowledge of BEAT's areas of instruction (beatboxing, Bboying, freestyle/MCing, music production, visual art) desired, but not required

-Eagerness to learn and grow

-Ability to powerfully receive and incorporate feedback on performance to improve the internship experience

-Background and/or interest in working in non-profit sector, youth communities, and arts education

-Appreciation for Hip Hop

#### COMPENSATION:

-College credit available

#### ADDITIONAL DETAILS:

-Women, Minorities and People with Disabilities strongly encouraged to apply

-Position to be filled immediately

-Part-time work available - exact hours to be determined

-Completely remote work

#### APPLICATION METHOD:

-Please submit cover letter & resume to [jobs@beatglobal.org](mailto:jobs@beatglobal.org) - Subject Line: Administrative Internship Position - Your Name

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Bridging Education & Art Together  
[www.beatglobal.org](http://www.beatglobal.org)

For more information:  
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[jobs@beatglobal.org](mailto:jobs@beatglobal.org)

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