

Friday, July 22, 2022

## BAX Education Programs Associate

Company: Brooklyn Arts Exchange  
Location: Brooklyn, NY  
Compensation: \$20/hr

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BAX/Brooklyn Arts Exchange seeks a part-time Education Programs Associate to join the BAX team. The Education Programs Associate is an exciting, hands-on, position playing a vital role in the planning, day to day logistics, and community building of BAX's on site Education Programs. This role is supervised by the Senior Manager of Education Programs, and part of the Education team which includes the Director of Education & Artist Programs, a cohort of 15-20 Teaching Artists, and Education Interns.

Please note that BAX's Education Department operates on a seasonal programming schedule that aligns with the public school year, September-June, as well as a summer programming schedule that is typically July-mid-August. The Education Programs Associate position will therefore be contracted on an hourly/weekly schedule from September 2022-June 2023. Discussions about a summer season contract will be discussed in January/February 2023 based on fall performance, departmental need, and mutual scheduling preferences. Contracts beyond 2023/24 season, etc. will be discussed at similar summer/New Year benchmarks annually. Ideal candidates are interested in at least a two year commitment.

### RESPONSIBILITIES

The Education Programs Associate provides general administrative support to the Education Department, specifically in the following areas of programming:

#### Studio Classes:

- Provide hands on support to studio classes taking place after school hours Monday-Thursday (specific days TBD) and Saturday studio classes from approx. 9-2 p.m., including serving as the primary liaison with families, students, faculty, and front desk administrative staff; Manage online registration and tracking for in-house programs;
- Support and co-supervise Education Department interns;

#### After School Pick Up Program:

- Coordinate BAX's seasonal After School Pick Up program, including developing new and maintaining existing school partnerships (serving as primary liaison with school contacts); develop schedule of school pick ups; work with BAX Education Team and Marketing Department to ensure all communications about ASPU program are up to date; Coordinate with Operations staff that all space and other support needs are in place;
- Coordinate ASPU support staffing, including related training, programming plans, and school wayfinding logistics;
- Provide direct hands on and logistical program support.

#### Financial Assistance:

- Support all matters related to BAX's financial assistance program (including both tiered tuition and scholarships) across education programs in collaboration with Supervisor;
- Act as the primary liaison between families receiving financial assistance and BAX administration (both Operations and Education Departments);
- Track all financial aid applications and payments in collaboration with supervisor and Senior Director of Finance.
- Update financial aid forms and systems as needed.

#### Birthday Parties:

Support BAX's Operations Associate by coordinating with teaching artist faculty to develop "creative party" packages for BAX's Birthday Party rentals, including potential outreach to teaching artists, updating marketing material copy, budget assessment (as needed) with supervisor support.

#### Supplies Ordering & Tracking:

Coordinate Education Department supplies and stock/inventory and some equipment/prop cleaning systems for our school-year and for seasonal programs.

### SCHEDULE

This role is 23-25 hours/week and includes weekend hours. The Associate's exact schedule will be determined between the candidate and supervisor, with the ideal weekly schedule during the period of September 2022-June 2023 being:

Monday, Tuesday, and Wednesday from 11:00am-5:30pm  
Saturdays from 9:00am to 1:30pm

Because this role provides direct support to in person programming, weekday afternoon and Saturday hours will take place in person. Additional hours will be required to support special events, workshops, faculty meetings, and performances.

### COMPENSATION

This role will be compensated at a rate of \$20/hour, and is designated as a Hourly Part Time Permanent Employee. Part-Time Permanent employees of BAX are entitled to:

- Vacation and Paid Holidays
- Sick Time
- August R&R
- Rehearsal Space
- Comp Tickets
- Discounted class enrollment
- Professional Development Stipend of \$100 annually

Exact details will be provided with the job offer.

## QUALIFICATIONS

- The ideal candidate for this role has a passion for working with youth, experience in arts education, is excited to engage with BAX's mission, anti-oppression and pro-inclusion work, is self-motivated, and enjoys working in a collaborative environment. We recommend taking time to learn about BAX's Education Programs (<https://bax.org/education/>), including our Core Values for Teaching and Learning. Additional qualifications include:

- Bachelor's Degree or related work experience in the performing arts, arts education, and/or nonprofits;  
Direct experience with working with children in school/community, caregiver, or teaching artist settings;  
Knowledge of Google Suite (Drive, Docs, Sheets, Sites, etc.) and/or Microsoft Suite (Word, Excel, etc.).

## TO APPLY

Please send the following materials via email only to [education@bax.org](mailto:education@bax.org), and address the application to the Senior Manager of Education Programs, Ashley Thaxton-Stevenson. Please write "Education Programs Associate Search" in the subject line. You will receive an auto-reply confirming our receipt. Due to the high volume of applicants, however, we will only contact candidates we are inviting to interview. No phone calls, please.

In your application, please include:

- A brief introduction email including why you are interested in working at BAX and in this specific position;  
A current resume highlighting your related experience and education;  
Two Employment references including professional titles, your relationship, contact number and emails.

- Applications will be accepted July 21 to August 5. First round interviews will be scheduled the week of August 8. Training with Education Department staff and the outgoing Education Associate will begin after Labor Day (September 5, 2022), with paid training and transition completed by the end of September, 2022 with official start date the week of September 26.

Also please note that BAX's annual season kick off Open House and Block Party is Saturday, September 10 with our season beginning September 12. Ideal candidates will be able to join us for the Open House as part of training and to meet community members.

## About BAX Education/Brooklyn Arts Exchange

BAX's Education Department actively engages in discussions about how race, class, gender, sexual orientation, and other aspects of identity affect access to, representation in, and experience within all of our programs and curriculum. BAX is an equal opportunity employer committed to creating and developing an inclusive staff team. Disabled, BIPOC, LGBTQIA, and bi/multilingual individuals are strongly encouraged to apply.

## About BAX/Brooklyn Arts Exchange

BAX/Brooklyn Arts Exchange, founded in 1991, is a multigenerational arts organization nurturing creative expression and artistic process through education, residencies, and performance at the intersection of arts and social justice.

BAX is dedicated to serving artists in progress, from children to professionals, at all ages and stages of development. The multi-faceted nature of BAX programs annually invites over 10,000 students, families, artists, audiences, and community members to embark on, and share creative journeys. For three decades, BAX has honored the power of performing arts to connect and transform individuals and communities. The education programs, artist residencies, affordable rehearsal space, community engagement opportunities, mentorship, and performances, all center artists from historically underrepresented backgrounds and prioritize lived and embodied experiences, and access, regardless of ability to pay.

## Our Working Values

Accessibility, choice making, collaboration, community, creativity, equity, exchange, experimentation, performance, radical hospitality, skill building.

## Our Aspirations

BAX commits to building equity across our programs, policies, budgets, and culture.

This work demands that we identify and interrupt narratives and structures that uphold white supremacy, sexism, and ableism. We respond to this call with rigorous intention and in collaboration with artists, families, students, collaborators, audiences, supporters, neighbors, board, and staff. And so we are accountable to our multiple communities and continue to learn and change while taking immediate and long-term strategic action.

We aspire to cultivate a sustainable and just creative ecology where artists of all ages and stages thrive.

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