

Thursday, March 13, 2025

BAX Seeking an Administrative & Facilities Assistant (AFA)

Company: BAX/Brooklyn Arts Exchange
Location: Brooklyn, NY
Compensation: 17/hr - 17/hr

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Logan Zemetres, Marketing and Communications Manager

ADMINISTRATIVE AND FACILITIES ASSISTANT (AFA)

(part-time, hourly)

Ideal Start Date: April 13 with mandatory paid training dates as mutually agreed upon before.

Compensation: \$17/hr

Other Benefits include:

- 36 hours of free rehearsal space per year after 3 months of employment
- Free same-day rush space
- Free BAX performance tickets
- Additional stipends for cleaning and administrative work outside of AFA hours

The Administrative & Facilities Assistant (AFA) position, as part of a team of AFAs, is essential to the Operations Department, ensuring the smooth running of the organization. AFAs are the first point of contact to the public, the switchboard operator between different departments and our community of artists, students, and audiences. The AFA team covers the reception/front desk and ensures we are open 7 days a week, 9am-10pm.

About BAX

For over three decades, BAX has honored the power of performing arts to connect and transform individuals and communities. As an arts incubator, BAX is dedicated to supporting artists of all ages and stages of development—from young children to award-winning professionals—through communities of learning. Our artist residencies, affordable rehearsal space, Practice Lab workshops, and youth education programs annually invite over 10,000 students, parents, families, artists, and audiences to engage in shared creative journeys. We focus on embodied practices—dance, movement, theater, and multidisciplinary performance—and prioritize experimentation, process, collaboration, and mentorship. BAX commits to forging brave spaces by centering artists from historically underrepresented backgrounds and building equity and access across all programs. Ultimately, we aim to build collective power, promote cultural and racial justice, and encourage vibrant, interconnected networks to thrive.

Schedule

BAX is staffed 7 days a week, 9am-10pm. We are looking to hire an Administrative & Facilities Assistant (AFA) for the Sunday PM shift with the potential to take on additional weekly shift(s) and to be an active sub for other members of the team.

Sunday 3:15pm - 10:30pm

**Preference will be given to those with evening and weekend availability. Often (evenings and weekends), the AFA is the only staff member in the building.*

We expect the AFA team to work together to keep the Front Desk covered and the building open so that the organization can run smoothly. Timeliness is essential, as AFAs most often open the building at the start of the day and close it in the evening, depending on the shift. AFAs are expected to attend mandatory paid quarterly check-ins with the entire Operations Team and are invited to participate in tri-weekly staff meetings to convene with the larger organization.

Areas of responsibility include

- Heavy phone and email communication regarding all aspects of the organization
- Wayfinding for the public (artists, students, families, audience)
- Orienting new artists to rehearsal spaces, assisting their needs as required.
- Daily cleaning, including rehearsal studios, hallways, and bathrooms
- Putting away office supplies

- Class attendance
- Rehearsal space booking
- Assistance with mailings and collating/distribution of marketing materials
- General administrative support to Core Staff as needed.
- Pick up children at local schools (by foot or short subway ride) and bring them to our center as part of BAX's School Pick Up (SPU) program to participate in after-school classes Monday-Thursday.
- As needed, assist with box office shifts (generally on Friday-Sunday evenings) for BAX's in-house program performances.

Qualifications

The ideal candidate for this role is excited to engage with BAX's anti-oppression and pro-inclusion work, is self-motivated, and enjoys a highly collaborative atmosphere. Employees should be able and willing to work in a child-friendly, multi-tasking, and, at times, high-stress work environment with many populations and multiple programs. Excellent communication, timeliness, and strong attention to detail are essential. Impeccable, friendly, and informative customer service is required. Experience with Google Suite (Drive, Docs, Sheets, Sites, etc.) and/or Microsoft Suite (Word, Excel, etc.) is required. Asana knowledge is a plus. The facility and ease of learning new software are desired.

Ideal candidates have a flexible schedule to sub for other AFA's as needed with a preference for evening and weekend availability.

Training

Mandatory paid training dates as mutually agreed upon with the Finance & Operations Manager.

To Apply

Please submit a cover letter and resume to Meghann Trago, Finance & Operations Manager, at business@bax.org.

In your cover letter please describe why this particular position fits your personal and professional goals.

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.

BAX/Brooklyn Arts Exchange
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For more information:
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