

Tuesday, October 4, 2011

Arts Education Administrative Intern

Send resume and cover letter to Abigail at education@bax.org by November 7, 2011.

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Arts Education Administrative Intern

BAX/Brooklyn Arts Exchange, a multi-disciplinary performing arts organization in Park Slope, Brooklyn, is seeking a motivated, intelligent, good-humored and organized individual to join the education team during their busy winter and spring trimesters.

Intern duties will include:

- Assisting Education Director and Education Assistant in all administrative tasks including class preparation and scheduling, outreach, and database management.
- Organizing and planning for our annual Teen Arts Conference in March.
- Researching opportunities to expand our performing arts educational programming.
- Preparing for our Summer Arts Programs.
- Assisting teaching artists, including set up and breakdown of classrooms.
- Class observation.
- Covering the front desk- reserving rehearsal space, answering phones, communicating with families.
- General maintenance of space.
- Assisting with our After School Pick Up program.
- Logistical support for our Partnerships with public and private schools.
- Completion of an independent intern project in collaboration with supervisor e.g. outreach for education program, developing a video archive, organizing faculty resource guide etc.

Qualifications:

- College or Graduate student with related major and/or keen interest in pursuing a career in arts education and/or arts administration sectors. Previous work experience in the performing arts a plus.
- Excellent writing and communication skills- should be adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX and our youth education programs please visit www.bax.org. This is an excellent opportunity to become immersed in a busy, thriving arts center with diverse populations and activities.

20-25 hours/ week minimum: preferably between 9am and 6pm on weekdays, 10 am and 1 pm on Saturdays, and as needed for special events (i.e. Teen Arts Conference, student concerts, faculty professional development meeting etc.)

\$1,150 Stipend for a commitment from January 3, 2012 to June 9, 2012.

Please send cover letter explaining your interest in the position and resume by Monday, November 7, 2011 to Abigail Mason at education@bax.org.

Email only please. Include "Winter/Spring Internship" in the subject line.

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