

Wednesday, March 7, 2012

## Summer 2012 Arts Program Administrative Intern

Please send a cover letter explaining your interest in the position and resume by Saturday, April 7th, 2012 to Abigail Mason at [education@bax.org](mailto:education@bax.org). Email only please. Include aSummer Internshipa in the subject line. [Share](#) | [Print](#) | [Download](#)

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 the popular Summer Arts Program. The summer intern will work closely with the education staff, counselors, group leaders, teaching artists, and program participants (85 children grades K-8).

Intern duties will include:

- Assisting Education Co-Directors and Education Assistant in all administrative tasks including preparation and scheduling for upcoming fall trimester, outreach for fall internship position and database management.
- Completion of an independent intern project in collaboration with supervisor e.g. outreach for education program, developing a video archive etc.
- Assisting group leaders when needed- particularly during transitions, lunch outings to a local park and late pick-up program.
- Assisting teaching artists, including set up and break down of classrooms.
- Class observation.
- Covering the front desk- reserving rehearsal space, answering phones, communicating with families.
- Leading and engaging children in creative summer program activities
- General maintenance of space.

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 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 summer programs, please visit [www.bax.org](http://www.bax.org)

June 5 – August 17, 2012

20-25 hours/ week minimum (preferably between 8am-5pm Mon-Fri)

\$550 Stipend (for entire length of internship)

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