

Tuesday, July 23, 2013

Youth Education Administrative Intern

Madeline Jobrack eduintern@bax.org

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BAX/Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX Youth Arts Education provides expert instruction in building technical skills in dance, tumbling, and theater with an emphasis on cultivating creative expression. Working with professional performing arts faculty, BAX students develop improvisation, original choreography, and performance skills, working independently and in collaboration. BAX Youth classes, school breaks programming, festivals and events embody BAX's overarching mission to provide the space and support for "artists-in-progress" to explore, hone, and share their unique voice.

The Youth Education Administrative Internship is a 25-32 hours a week commitment for the 2013-2014 Fall/Winter season, Tuesday, September 3, 2013-Saturday, February 1, 2014.

Intern duties will include:

Assisting the Education Department including the Education Director, Education Manager and Education Assistant in all administrative tasks including class preparation and scheduling, outreach, registration and database management. Completion of an independent intern project in collaboration with supervisor. Assisting teaching artists, including set up and breakdown of classrooms. Observing and supporting classes and programs. Covering the front desk- reserving rehearsal space, answering phones, interfacing with constituents. General maintenance of space. Assisting with our After-School Pick Up program. Logistical support for our education programming, special events, school break programming and student concerts.

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 is a plus. Excellent writing and communication skills. Confident answering phones and using computers. Preferred candidates have experience with word, excel and web updating. Should be adaptable to a fast-paced working environment and enjoy working with children. Self-motivated, good-humored and organized.

For more information about BAX, please visit www.bax.org

25 hours/week minimum, up to 32 hours/week maximum

Consistent weekly schedule will be confirmed with Education Director (Preferable weekday timeframe 9am-6pm, Saturday timeframe 10am - 1pm)

\$1300.00 - \$ 1680.00 stipend for commitment from Tuesday, September 3, 2013-Saturday, February 1, 2014 (stipend subject to change based on commitment of hours)

Please send cover letter explaining your interest in the position and resume by August 9, 2013 to eduintern@bax.org. Email only please. Include "Fall Internship" in the subject line.

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