

Wednesday, September 11, 2013

BAX YouthWorks Festival & Special Events Internship

Jessica Lee, BAX Youth Education Fall 2013 Intern, eduintern@bax.org

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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 work with the Education Department. The primary focus of this internship is to work towards and provide direct support to BAX's annual YouthWorks festival. Additionally, this position provides support to other special Education Department faculty, student and family events taking place in the fall and winter 2013-2014.

About YouthWorks: YouthWorks is an opportunity for young people (ages 7-18) to imagine, create and perform their own original plays, dances/choreography or other performance work. Professional artists work with these aspiring young artists as coaches and advisors throughout the creative process. YouthWorks Director, Donna Costello, leads the orientation session, recruits the coaches and produces the concerts. YouthWorks "coaching clinics" take place on Sundays: December 21st and throughout the month of January.

Intern primary duties include: Assisting YouthWorks Program Director and BAX Education Department in all administrative tasks, taking a leading role in preparation and coordination of YouthWorks orientation, clinics, performances & potential audience talk-backs.

Attending all or most Sunday clinics, planning meetings, and post-show wrap-up meetings. Assist YouthWorks Program Director and Education Department in production elements. Conducting post-program wrap-up tasks, including thank you letters, follow ups with families, and archiving materials. Helping with program outreach and communication. This may include internet research, phone calls & emails, neighborhood canvassing, and data documentation. Recruiting new coach and/or youth participation. Maintaining correspondence with coaches and participants. Documenting program using photos, video, and music.

Additional duties include: Working with Education Department to plan, organize and administrate special fall/winter family, faculty and student events at BAX. This includes, Halloween Playspace, Family Observation Week, Fall Student Concerts, BAXco Master Classes & Open Studio Share, and School Breaks Open House.

Support for these events include, but is not limited to, conducting outreach, general administrative tasks, space design, web updates, and hands on event support.

Qualifications:

College or Graduate student with related major and/or keen interest in pursuing a career in arts education, arts administration, creative producing, or event management fields. Excellent writing and communication skills. Experience and/or interest working with children. Previous work experiences and/or special interests in the performing arts. Experience event planning and/or performance production a strong plus. Wordpress experience a strong plus.

This is a great opportunity for an aspiring arts administrator, event planner, or performance artist to gain administrative skills, work with young people, and network among a professional artist community. Candidate must be available to work weekends. For more information about BAX, please visit www.bax.org

10 hour weekly commitment. \$425.00 stipend. This is a 17-week commitment from October 14, 2013- February 15, 2014.

Please send cover letter expressing your interest in the position, a recent resume, and two references by September 23, 2013 to eduintern@bax.org. Include "YouthWorks Festival & Special Events Internship" in email subject line. No phone calls please.

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