

Wednesday, October 9, 2013

BAX Teen Arts Conference & Special Events Internship

Jessica Lee, Education 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 Teen Arts Conference. Additionally, this position provides support to other special Education Department faculty, student and family events taking place in the winter and spring 2013-2014.

About the Teen Arts Conference: Taking place on March 8, 2014, the conference gives teen performing artists (ages 13-18) from schools and organizations across New York City and abroad an opportunity to participate in a day of free performing arts workshops, engage with leaders in the field, and share their work in a culminating Performance Gala. The conference accommodates roughly 100 students and 25 additional performing arts educators.

Intern primary duties include: Assisting the BAX Education Department in all administrative tasks, taking a leading role in preparation and coordination of the Teen Arts Conference.

-Conducting program outreach and communication. This may include internet research, phone calls & emails, neighborhood canvassing, and data documentation.

-Recruiting teaching artists and new teen performance groups to participate.

-Coordinating conference group, staffing, and space assignments.

-Organizing informational packets for participating groups and teaching artists.

-Creating and tracking contracts.

-Coordinating conference supply and equipment needs.

Designing and orchestrating programming for the conference.

-Documenting program using photos, video, and music.

Additional duties include: Working with Education Department to plan, organize and administrate special winter/spring family, faculty and student events at BAX. This may include, 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. \$350.00 stipend. This is a 14-week commitment from December 2, 2013- March 15, 2014.

Please send cover letter expressing your interest in the position, a recent resume, and two references by November 26, 2013 to eduintern@bax.org. Include "Teen Arts Conference & Special Events Internship" in email subject line. No phone calls please.

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