

Friday, April 25, 2014

BAX 2014 Summer Youth Education Administrative Intern

Company: Brooklyn Arts Exchange

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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 Summer Youth Education Administrative Internship is a 20-25 hours a week commitment, Monday, June 2- Friday, August 23, 2014, including one week of training. The summer intern will work closely with the Education Staff and Summer Arts Program staff including counselors, group leaders, teaching artists, and program participants (85 children grades K-6).

Intern duties will include:

Assisting Education Director, Education Manager and Education Assistant in all administrative tasks including preparation and scheduling for upcoming fall term, 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 and summer program counselors when needed- particularly during transitions, lunch outings to a local park and late pick-up program.
Assisting summer program specialists, including set up and breakdown of group activities.
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
Adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX Youth Education and our summer programs, please visit www.youth.bax.org

Preferred interests:

Community Outreach, with a focus in public school programs or partnerships
Social Media and web maintenance

June 2 – August 23, 2014

20-25 hours/ week minimum (preferably between 9am-6pm Tues-Fri)

\$750.00 Stipend (for entire length of internship)

Please send a cover letter explaining your interest in the position and a resume by Saturday, May 10th, 2014 to Julie Ugoretz at eduintern@bax.org. Email only please. Include "Summer Internship" in the subject line.

Brooklyn Arts Exchange

For more information:
Julie Ugoretz
eduintern@bax.org

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