

Monday, July 28, 2014

2014-2015 Youth Education Administrative Intern

Company: Brooklyn Arts Exchange
Location: Brooklyn, NY

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About BAX: BAX/Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX Youth 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, composition and performance skills, working independently and in collaboration. BAX Youth Education, from classes to festivals, embody BAX's overarching mission to provide the space and support for "artists-in-progress" to explore, hone, and share their unique voice. For more information about BAX's Education Department, please visit www.youth.bax.org

Internship Position: The Youth Education Administrative Internship is a 25-32 hours a week commitment. Candidates must be available to start after Labor Day and continue through at least February or March 31, 2015. Ideal candidates will be able to commit to the full 2014-2015 school year, ending June 19. This will be an exceptional opportunity for a young professional to learn about the inner-workings of a non-profit organization, cultural center, and arts education department. The Intern will have an opportunity to participate in every facet of the department, from big picture program planning to hands-on support during events.

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, festival and special event planning, school breaks program planning, community and family outreach, registration and database management;
Attending and assisting special events and youth performances, as schedule permits;
Completion of an independent intern project in collaboration with supervisor(s);
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 education spaces, supplies, costumes and props;
Assisting with our After-School Pick Up program;
Logistical support for our education programming, special events, school break programming and student concerts.

Qualifications:

College graduate 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 comfortable multi-tasking;
Confident and enjoy working with children;
Self-motivated, good humored and organized.

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

Weekly schedule will be confirmed with Education Director (Preferable traditional business hours – Mon-Friday, from 9/10am-5/6pm; possible Saturday timeframe from 10am -1pm)

Stipend Compensation: \$1,800-\$3000 range, depending internship duration and commitment of weekly hours.

To Apply: Please send resume and cover letter describing your interest in this position and related work experiences as well as your availability and schedule flexibility. Applications will be accepted until August 15th, or until the position is filled. Interviews will take place from August 18th-August 25th. Applications should be sent to eduintern@bax.org with subject line, "Education Intern." Email only please. Given high volume of responses, only those applicants who will be invited for an interview will be contacted. No phone calls.

Brooklyn Arts Exchange
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youth.bax.org

For more information:
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