

Wednesday, October 1, 2014

BAX 2015 YouthWorks Festival Internship

Company: Brooklyn Arts Exchange

Location: Brooklyn, NY

Compensation: \$325.00 all inclusive stipend.

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BAX/Brooklyn Arts Exchange, a multi-disciplinary non-profit performing arts organization in Park Slope, Brooklyn, is seeking a self-motivated, bright, and organized individual to work with the Education Department staff on planning and producing BAX's annual YouthWorks Festival.

About YouthWorks 2015: YouthWorks is an opportunity for young artists (ages 8-18) to imagine, create and perform their own original plays, dances/choreography or other performance work for a public audience in BAX's Theater. Professional artists work with these aspiring young artists as coaches and advisors throughout the creative process. YouthWorks Director, Donna Costello, leads an orientation session for young artists and families (December 6th, from 2-4pm) and one for coaches (December 2, from 7-8:30pm). The YouthWorks Director works closely with the Education and Marketing Departments to conduct outreach for participants and recruit coaches and, ultimately, produces two showcases of original work over one weekend. YouthWorks rehearsals or "coaching clinics" take place on Sundays, beginning December 21st and continue throughout the month of January (January 4, 11, 18, and 25). YouthWorks performances are Saturday, January 31st at 7pm and Sunday, February 1st at 5pm. For more information about the festival, visit: <http://youth.bax.org/general-information/youth-education-festivals/youthworks/>

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, tech and performances. Specific responsibilities include:

- Attending most if not all Sunday rehearsal clinics, planning meetings, tech, and post-show wrap-up meetings;
- Providing administrative support leading into, during, and following rehearsal clinics;
- Supporting ongoing outreach and communication with young artist participants, families, coaches, and audiences. This may also include research, phone calls & emails, neighborhood canvassing, and data documentation.
- Assisting YouthWorks Director in establishing rehearsal schedules and studio assignments;
- Assisting YouthWorks Director in determining show orders and collecting program materials;
- Conducting post-program wrap-up tasks, including thank you letters, follow-ups with families, and archiving 2015 -festival materials in an organized manner on BAX server;
- Documenting festival using photos, video, and music during rehearsals and tech.

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.
- Technical or stage management experience 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 and the Education Department, please visit www.youth.bax.org

12 hour weekly commitment over 8-week period, beginning December 1, 2014 through February 9, 2015; Performance weekend is January 31 and February 1, 2015. Ideal weekly schedule: Friday (4hrs administrative time - TBD), Sunday (4hrs, 2-6pm, rehearsals), Mon (4hrs administrative time - TBD). \$325.00 all inclusive stipend.

Please send cover letter expressing your interest in the position and availability, resume, and two references by October 17, 2014 to eduintern@bax.org. Include "YouthWorks Intern 2015" in email subject line. Interviews to take place October 17 through November 14th, or until position is filled. Due to high volume of applicants we will only contact candidates that we're interested in interviewing. No phone calls please.

Brooklyn Arts Exchange
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For more information:
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