

Monday, July 6, 2015

2015-16 Youth Education Administrative Intern

Company: BAX Brooklyn Arts Exchange

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Location: Brooklyn, NY

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

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. 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 in early-September or immediately after Labor Day and continue through at least February or March 31, 2016. Ideal candidates will be able to commit to the full 2015-2016 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. This position is co-supervised by the Education Director and Education Manager.

Intern duties will include:

Assisting the Education Department including the Education Director, Education Manager and Education/Admin Coordinator 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;
Providing hands-on support during special events and youth performances;
Assisting BAX faculty, including set-up and breakdown of studio classes;
Covering the front desk- reserving rehearsal space, answering phones, interfacing with constituents;
Helping to maintain education spaces, supplies, costumes and props;
Assisting After-School Pick Up program;
Completion of an independent intern project in collaboration with supervisor(s).

Qualifications:

College graduate or graduate student with related major and/or keen interest in arts education and/or arts administration sectors. Previous work-experience in the performing arts 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

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To Apply: Send resume and cover letter including your 2015-2016 availability and schedule flexibility. Applications will be accepted until the position is filled. Interviews will take place in August. Applications should be sent to eduintern@bax.org with subject line, "BAX 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.

BAX Brooklyn Arts Exchange
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For more information:
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