

Thursday, April 11, 2019

2019 Summer Youth Education Administrative Intern

Company: Brooklyn Arts Exchange (BAX)
Location: Brooklyn, NY
Compensation: \$690.00 Stipend

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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 composition, 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. BAX's Education Department actively engages in discussions about how race, class, gender, sexual orientation, and other aspects of identity affect access to, representation in, and experience within all of our programs and curriculum. BAX is an equal opportunity employer committed to creating and developing an inclusive staff team. People of color and individuals of diverse backgrounds are strongly encouraged to apply.

The Summer Youth Education Administrative Internship is a 25 hours a week commitment, June 10-August 20, 2019, which includes one week of training (approx. 10-11 weeks). The summer intern will work closely with the Education Staff and Summer Arts Program (July 1-August 16) staff including counselors, group leaders, teaching artists, and program participants (approximately 70 children entering grades K-6/per program week).

Intern duties will include:

- Assist Education Department Staff in all administrative tasks including preparation for upcoming Summer Arts Program and 2019/20 school year planning, specifically preparing faculty contracts, conducting outreach for the fall internship position, and database management.
- Provide hands on program and administrative support to Summer Arts Program (working with youth ages 4.5-11), including assistance to program particularly during transitions, specialist workshops, lunch outings to a local park, and late pick-up program.
- Covering the front desk (reception), including reserving rehearsal space, answering phones, taking class registration, and communicating with families.
- General maintenance of space and supply inventory (organizing and tracking office materials, props/equipment, etc.).

Qualifications:

- College or Graduate student with related major and/or keen interest in pursuing a career in arts education and/or arts administration/nonprofit sectors.
- Previous experience with children and in the performing arts a plus.
- Excellent research, 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

Special interest areas:

- Summer youth/camp programs, working with elementary aged youth.
- Community outreach
- Tween/teen programs
- Social Media and web maintenance
- Database organization

-June 10- August 20, 2019 (includes training period with current education intern)

-25 hours/week minimum (specific schedule flexible/TBD at mutual convenience of candidate and Department)

Please send a cover letter explaining your interest in the position and a resume to eduintern@bax.org. Due to a high volume of applicants, we will only reply to those applicants with whom we're interested in scheduling interviews. Interviews will be scheduled in March through early May until position is filled. Applications will be accepted until the position is filled. Email only please. Include "2019 Summer Internship" in the subject line.

Brooklyn Arts Exchange (BAX)
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For more information:
BAX Education
eduintern@bax.org

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