

Tuesday, August 18, 2020

BAX Youth Education Virtual Studio Intern

Company: BAX/Brooklyn Arts Exchange
Location: Brooklyn, NY
Compensation: Stipend - \$800

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ABOUT BAX:

Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals, with a core commitment to social justice. 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.

In keeping with BAX's mission to "encourage artistic risk taking and stimulate dialogue among diverse constituencies" we intentionally and purposefully support the voices of under-represented individuals and groups of all origins, ages, abilities, races, sexual orientations, and genders. All our constituents join an organization whose staff and Board is actively engaged in challenging the manifestations of whiteness, able-bodiedness and privilege as part of our ongoing anti-racist efforts and our other anti-oppression, pro-inclusion work. The 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.

For more information about BAX's Education Department, please visit www.youth.bax.org.

Internship Position:

The BAX Youth Education Virtual Studio Intern is a 15 hours a week commitment. Candidates must be available to start in early September (immediately following Labor Day), and continue through the end of BAX's Fall 2020 session (Tuesday, November 24th). There is also the possibility to extend this position through the winter (end of March 22) and even spring (end of June), depending BAX programming needs and mutual interest. This will be an exceptional opportunity for a young professional to learn about the inner-workings of a non-profit cultural organization and arts education department. Additionally, this will be an exceptional opportunity to learn about the developing world of virtual arts programming with an emphasis on building equity and bridging digital divides. This position is co-supervised by the Director of Programming and Education Manager.

Intern duties will include:

- Assisting the Education Department including the Director of Programming, Education Manager, Youth Education Marketing Manager, Education/Admin Assistant in all administrative tasks pertaining to BAX's Virtual Studio Classes including class preparation and scheduling, community and family communication, registration and database management;
- Assisting BAX faculty members during Virtual Studio Classes taking place on Zoom by taking attendance, facilitating Zoom breakout rooms, providing direct administrative support, and communicating with families (when necessary);
- Upkeep and administration of Asynchronous Enrichment activities & materials on class-specific Google Sites and/or Padlet, including teacher contributions and student submissions;
- Providing direct support during the Fall 2020 Virtual Open House (September 12, 2020) for families and students;
- Support preparing and participating in BAX Faculty Professional Development virtual sessions & accompanying materials;
- Documenting Virtual Studio Classes through recordings and screenshots for archival purposes and social media/marketing efforts; and
- Assisting the directors of [BAX's Performance Workshops](#) during their weekly technique classes/rehearsals.

Qualifications:

- College or graduate student with related major and/or keen interest in arts education and/or arts administration sectors. Previous work-experience and participation in the performing arts a plus;
- Excellent writing and communication skills;
- Confident communicating with constituents via phones and email;
- Confident with time management and working independently and remotely;
- Preferred candidates have experience with Zoom, Google Platforms (Gmail, Google Drive, Google Sites), and are comfortable navigating and willing to learn a variety of online platforms (include Padlet, in particular);
- Should be adaptable to a fast-paced, remote working environment, and comfortable multi-tasking;

- Confident and enjoy working with children & families;
- Self-motivated, good humored and organized.

Schedule:

The internship will take place remotely for 15 hours per week during BAX's Fall Session (September 30-November 24, 2020 with possibility to expand into the New Year) with training and prep to take place in early/mid September. The intern will also be expected to attend BAX's Virtual Fall Open House on Saturday, September 12th from 9:30-12:30. Weekly schedule must coincide substantially with BAX Virtual Studio Classes (Monday/Thursday from approx. 3:00-6:00pm, Tuesday/Wednesday from approx. 3:00-7:00pm, and/or Saturdays from 9:30-11:30am). Approx. 10 hours per week will be spent providing direct programming support to Virtual Studio Classes and approx. 5 hours a week will be spent providing administrative and class enrichment support. The exact schedule will be confirmed upon offer w/ some flexibility as to candidates preferences.

Stipend Compensation: \$800 (approx \$100/week)

To Apply:

Send resume and cover letter to education@bax.org with subject line, "BAX Virtual Studio Intern." Your letter should specify your interest in the position, BAX as an organization, and how this role aligns with your long term career goals. Specifically, ideal candidates will familiarize themselves with BAX's mission and Youth Education Core Values and reflect on how these values align with their own. Cover letter should also include relevant experience and your Fall 2020 schedule availability.

Interviews will take place in late August and early September. Applications will be accepted until the position is filled. Applications should be sent by email only please. Given the high volume of responses, only those applicants who will be invited for an interview will be contacted. No phone calls.

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For more information:
BAX Education
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