

Monday, March 29, 2021

## 2021 Summer Education Administrative Intern

Company: Brooklyn Arts Exchange  
Location: Brooklyn, NY  
Compensation: \$500 Stipend

► [Share](#) | [Print](#) | [Download](#)

### 2021 Summer Education Administrative Intern

BAX/Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX 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, July 6 to August 11, 2021 which includes one week of training, BAX Summer Arts Program, and three days of post-program clean-up/organization (approx. 6 weeks). The summer intern will work closely with the Education Staff and Summer Arts Program (July 12 to August 6) staff including 2 Group Leaders, 2 Lead Counselors and 2 Arts Specialists per group, and program participants (approximately 24-30 children entering grades 1st to 5th per program week).

Intern duties will include:

- Assist Education Department Staff in all administrative tasks including preparation for the Summer Arts Program and 2021/22 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 the Summer Arts Program (working with youth ages 6-10), including assistance to program particularly during transitions, specialist workshops, and lunch outings to a local park.
- 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. a?? Excellent research, writing, and communication skills.
- Adaptable to a fast-paced working environment and enjoy working with children.

For more information about BAX Education and our School Breaks Arts Programs, please visit [www.bax.org](http://www.bax.org).

Special interest areas:

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

July 6 to August 11, 2021 (includes training period)

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

\$500 Stipend

Please send a cover letter explaining your interest in the position and a resume to [eduintern@bax.org](mailto:eduintern@bax.org). Due high volume, 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 "2021 Summer Internship" in the subject line.

### COVID-19 SAFETY AND COMMUNITY COMMITMENTS

The below information and included Building Guide will serve as a guide of BAX's Covid-related safety protocols for the 2021 Summer Arts Program. Please take the time to read through it in its entirety to help us keep you and all of our community members safe. Questions? Feel free to email [summer@bax.org](mailto:summer@bax.org)

Following CDC covid safety guidelines of at least 3 ft of social distance, groups will be limited to 12-15 children with three program staff assigned to each group: Group Leader, Lead Counselor, and Assistant, providing at least a 5:1 child-to-adult ratio.

The Summer Arts Program will split its programming day between in-door studio time (spacious and well ventilated studios) and outdoor park program (JJ Byrne Park). In case of extreme weather (a "feels like" of 100+ or under 30 degrees fahrenheit and/or severe rain), BAX will adjust the outdoor time to be predominantly indoors. BAX will utilize open windows, air purifiers, and AC ventilation, as necessary to maintain healthy and CDC recommended air-flow.

### COMMUNITY COMMITMENTS

-Families agree that during the weeks their children are enrolled in the program that they will follow CDC (Centers for Disease Control and Prevention), New York State Department of Health, and NYC Department of Health guidelines for mask wearing and social distancing, to the

best of their ability.

-Families will adhere to current New York State Guidelines for COVID-19 Travel Activity: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

-Children must be tested for COVID-19 in the 72 hours prior to the start of each program week, and documentation of the negative result must be provided to BAX before or at drop off each Monday. If you need support finding free testing locations, please contact BAX Education ([summer@bax.org](mailto:summer@bax.org)) and we will assist you.

-Before drop off each day, families will need to e-submit a simple daily health screening form for their child.

-Masks will be worn at all times during the program, except when eating and drinking. If children need a brief "mask break" staff will be prepared to help them do this.

-Children also agree to follow CDC social distancing guidelines of 3-6 feet, to the best of their ability.

#### STAFF EXPECTATIONS

All SAP direct program staff (Group Leaders, Lead Counselors, and BAX Admin Staff)...

-Are following CDC building safety and vaccine guidelines and recommendations, to the best of their ability.

-Will comply with all stated Community Commitments including testing, health screenings, mask, travel, and following of national, state, and city guidelines.

-Staff agree to follow CDC social distancing guidelines of 3-6 feet to the best of their ability while also prioritizing the safety of the children for whom they are caring.

A program phone and number will be shared with enrolled families so that they can contact the Group Leader and vice versa in case of emergency at any time during the program, including when the groups are outside.

BAX is on the second and third floors of the building. Physical access is restricted due to stairwells that extend from the ground floor entrance to the building's third floor. There is no elevator or ramp at this time. BAX is committed to finding ADA compliant solutions that open the spaces to all bodies. For accessibility requests or information, please contact [info@bax.org](mailto:info@bax.org).

#### ABOUT BAX/Brooklyn Arts Exchange

BAX welcomes students, families, faculty, and artists to BAX, an organization with a core commitment to social justice. In keeping with BAX's mission as "a multigenerational arts organization nurturing creative expression and artist process through education, residencies, and performance at the intersection of arts and social justice," we intentionally and purposefully support the voices of under-represented individuals and groups of all origins, ages, abilities, races, sexual orientations, and genders – including trans identified individuals, or those with varied immigration statuses. 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. As 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.

---

Brooklyn Arts Exchange  
421 Fifth Avenue, Park Slope  
Brooklyn, NY, 11215  
<https://www.bax.org/homepage/>

---

For more information:  
Brooklyn Arts Exchange  
[education@bax.org](mailto:education@bax.org)

---

[< back](#)

[previous listing](#) • [next listing](#)