

Friday, July 22, 2022

## BAX 2022/23 Education Programs Intern

Company: Brooklyn Arts Exchange

Location: Brooklyn, NY

Compensation: \$15/hr or college credit

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### BAX 2022/23 Education Programs Internship Position

The 2022/23 Education Programs Intern is an exceptional opportunity for an early professional to learn about the inner-workings of a non-profit organization, community-based cultural center, and arts education department. This paid intern will have an opportunity to participate in hands-on support to our Teaching Artists during classes, and be a leader during our After School Pick Up Program, including setting up materials for the afternoon, facilitating short activities, and picking up children from local schools for their BAX classes. This position is a vital part of the Education team, and will be co-supervised by the Senior Manager of Education Programs and the Education Programs Associate.

### INTERNSHIP COMMITMENT

This internship is an 8-10 hour per week commitment, with consistent hours from 2-5pm during our after school class time. The intern will work 3 days per week between Monday-Thursday (final schedule will be determined based on Education Department needs and intern's availability). Occasional evening and weekend hours will be expected, to support Education Department performances and special events.

This position will be fully in-person (some exceptions may apply to be determined with Supervisor);

Candidates must be available to start immediately after Labor Day and continue through the duration of the Fall Education Term, September 12 to January 28 (with a Winter Break from Friday, December 23 through Monday, January 2, 2023). Ideal candidates, however, will be able to commit to the full 2022-2023 school year, ending on June 17, 2023.

Exact weekly schedule and duration of commitment will be confirmed with the Senior Manager of Education Programs upon an internship offer.

Intern duties will include:

- Assisting in weekday After School Pick Up program (school pick up, activity prep, facilitation and student supervision, etc.);
- Providing hands-on support as an assistant to BAX faculty, including set-up and breakdown of studio classes (e.g. setting up tumbling mats, props, etc.);
- Providing hands-on support during Education Department events and performances (including, but not limited to, Fall Open House, Open Classes for Family Observation, and Student Concerts, and Faculty cohort meetings and/or Professional Development sessions);
- Helping to maintain and keep tidy education spaces, supplies, costumes and props;
- Maintaining BAX Building bulletin boards and community engagement projects, aligned with BAX's mission and the Education Department Core Values;
- Assisting the Education Department in various administrative tasks that support all BAX Education programs.

### QUALIFICATIONS

- College student (undergrad or graduate level) or recent college graduate with related major and/or keen interest in arts education and/or arts administration sectors. Previous work experience in the performing arts and/or education a strong plus;
- Interest in developing one's own Teaching Artist practice and to learn from experienced BAX faculty;
- Particular experience working with children ages 4-10;
- Experience facilitating structured activities with youth a strong plus;
- Should be adaptable to a multi-faceted working environment with a variety of tasks and focuses throughout the day;
- Excellent writing and communication skills;
- Experience with Microsoft (including Word and Excel) and Google Suites (including Gmail, Google Drive, Google Calendar, and Google Sites);
- Self-motivated, good humored, and organized;
- Invested in BAX's mission and Education Department's core values, including a commitment to social justice and the work of anti-racism, both personally and professionally.

### COMPENSATION

\$15/hour

College/university credit and/or a volunteer agreement can also be arranged.

### TO APPLY

Send resume and cover letter to [education@bax.org](mailto:education@bax.org) with subject line, "2022 Education Programs Intern."

Your Cover 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 Education Core Values and reflect on how these values align with their own.

- Include relevant experience and your 2022/23 schedule availability.
- Include the contact information for 2-3 references.

## HIRING PROCESS

Applications will be accepted July 21 to August 5. First round interviews will be scheduled the week of August 8. Training will begin after Labor Day, and applications will be accepted until the position is filled.

Applications should be sent by email only please, no phone calls. Given the high volume of responses, only those applicants who will be invited for an interview will be contacted.

Questions? Email Ashley Thaxton-Stevenson (BAX Senior Manager of Education Program) at [ashley@bax.org](mailto:ashley@bax.org).

Please note:

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. Disabled, BIPOC, LGBTQIA, and bi/multilingual individuals are strongly encouraged to apply.

## About BAX/Brooklyn Arts Exchange

BAX/Brooklyn Arts Exchange, founded in 1991, is a multigenerational arts organization nurturing creative expression and artistic process through education, residencies, and performance at the intersection of arts and social justice.

BAX is dedicated to serving artists in progress, from children to professionals, at all ages and stages of development. The multi-faceted nature of BAX programs annually invites over 10,000 students, families, artists, audiences, and community members to embark on, and share creative journeys. For three decades, BAX has honored the power of performing arts to connect and transform individuals and communities. The education programs, artist residencies, affordable rehearsal space, community engagement opportunities, mentorship, and performances, all center artists from historically underrepresented backgrounds and prioritize lived and embodied experiences, and access, regardless of ability to pay.

## Our Working Values

Accessibility, choice making, collaboration, community, creativity, equity, exchange, experimentation, performance, radical hospitality, skill building.

## Our Aspirations

BAX commits to building equity across our programs, policies, budgets, and culture.

This work demands that we identify and interrupt narratives and structures that uphold white supremacy, sexism, and ableism. We respond to this call with rigorous intention and in collaboration with artists, families, students, collaborators, audiences, supporters, neighbors, board, and staff. And so we are accountable to our multiple communities and continue to learn and change while taking immediate and long-term strategic action.

We aspire to cultivate a sustainable and just creative ecology where artists of all ages and stages thrive.

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[bax.org](http://bax.org)

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