

Tuesday, December 5, 2023

Mega Group Leader

Company: Brooklyn Arts Exchange
Location: Brooklyn, NY
Compensation: \$6,875 stipend

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BAX is seeking a MEGA GROUP LEADER for its 2024 School Breaks Arts Programs:

President's Week, Spring Break, and Summer

About BAX's School Breaks Arts Programs

At BAX, we foster creativity and encourage playful exploration in a positive and nurturing environment. Our School Breaks Arts Programs (President's Week, Spring Break, and Summer) draw from our year-round education programs to provide young artists with opportunities to explore different forms of mixed media art and performance around a specific themed week thoughtfully designed for active and fun engagement. Arts Specialists teach daily workshops, while a well-trained, creative staff supports a healthy balance of fun indoor (at the BAX Building in spacious, well ventilated studios) and outdoor (at the Old Stone House in Washington Park/JJ Byrne Playground during Spring Break and Summer) play, performance, and art-making activities.

2024 School Breaks Program Dates

? President's Week: Tuesday, February 20 to Friday, February 23, 2024

? Spring Break: Monday, April 22 to Friday, April 26, 2024

? Summer: Monday, July 8 to Friday, August 2, 2024

Program Structure Approx. 40* children entering K through 5th grades (age range: 5-10) separated into two groups:

? NanoBAXers – entering K through 2nd grade

? MegaBAXers – entering 3rd through 5th grade

No special talent or experience is required of students – students come in with all levels of skill and interest in any given discipline. *Possible that the Summer Arts Program capacity may be 35, with a group of 15 Megas instead of 20.

Program Sample Daily Schedule

? Drop Off 8:30 to 9:00am

? Main Program Hours 9:00am to 3:00pm (sample daily schedule below, subject to slight changes)

? 9:00am – Morning Meeting & Community Building

? 9:30am – Performing Arts Workshop with Specialist

? 10:30am – Snack

? 10:45am – Transition to Park

? 11:15am – Outdoor Activities & Games

? 12:30pm – Lunch & Play

? 1:00pm – Transition to BAX

? 1:30pm – Games & Activities

? 2:30pm – End of Day Sharing

? Dismissal 3:00pm

? Optional Extended Day Add-On 3:00 to 5:45pm

The Summer Arts Program is overseen by the Education Department administrative staff (Manager of Education Programs and Senior Director of Programs & Production) Additionally, each group is supervised and supported by a core staff that includes a Group Leader, Lead Counselor, Senior Counselor, Counselor, and Counselors in Training. These staff members remain with students throughout the day and throughout the program, provide support to the arts specialists, facilitate additional activities and projects that relate to the daily/weekly performing arts disciplines and theme, and in the Summer, and support the culminating performance shares for families.

About the Mega Group Leader Position:

We are seeking one Group Leader to work with the Megs (students in grades 3rd-5th) for the full School Breaks Program season. The ideal candidate for this position has:

? Strong leadership and collaboration skills (including fostering leadership capacity in younger staff);

? Passion and skill set for working with elementary-aged children;

? Direct experience engaging the performing and/or visual arts with children;

? Strong facilitation skills and ability to guide the Mega group (grades 3-5th) through, and keep on track with, daily/weekly schedule of activities;

? Dedication to the fostering of community through equity building, responsive, and inclusive pedagogy;

? Interest in mentoring junior staff (which includes college and high school aged students);

? Comfort in communication with parents and caregivers;

? A sense of play, creativity, and fun!

? Alignment with BAX's educational and social justice mission.

Group Leader Responsibilities Include:

? Pre-Program Planning and Staff Training (10% of job)

o Working with the Education Department administrative and School Breaks Leadership staff team to co-conceive, plan, and facilitate pre-program and ongoing supporting staff training.

? Direct Program Facilitation (70% of job)

o Guide the Mega Group (students in 3rd-5th grades) through the program's daily and weekly schedules.

o Cultivate and engage in an inclusive program-wide culture and student engagement style; creating and facilitating curriculum that is adaptive and can be modified based on students' needs and abilities; incorporate equity-building teaching and teaching & learning strategies.

o Plan and facilitate original artistic Group Leader-led lesson plans and activities ("GLAs") that supplement daily/weekly performing arts curriculum with guest specialists as well as program's exploratory themes that are age appropriate, and appeal to different types of learning.

o Provide direction and support during guest arts specialist workshops, including hands-on facilitation support; collaborating and building on specialist lessons and performance planning during GLA workshops; building a team ethic, exchanging information and advising support staff and specialists working with students; conveying a calm dependability and competence under stress, promoting a safe and supportive learning environment.

o Adhere to the daily schedule, including any health safety, arrival and departure procedures, workshop transitions, travel to and from the park for snack and/or lunch, outdoor play, and specialist activities, and clean-up; Advise Lead Counselor and/or assistant on outdoor space set up equipment needs, timing, etc.

o In the Summer, collaborate with guest arts specialists and support staff to put together the Friday end-of-week sharing for families. This is a low-pressure opportunity for Mega families to witness their children's creative process over the course of the week and for the Mega students to have their work witnessed as they practice the art of performance.

? Staff Supervision and Mentorship (10% of job)

o Provide direct supervision and mentorship to Mega counselor support staff through the delegation of tasks, provision of feedback, and cultivating curriculum and facilitation skills.

o Help the support staff develop and confidently facilitate their own creative counselor-led activities ("CLAs").;

o Assist in leading weekly staff meetings & provide staff development as needed.

? Communication (10% of job)

o Address concerns of parents/caregivers, staff, and children and resolve problems while maintaining confidentiality; communicate incidents (physical, emotional, etc.) that take place during program hours to the Education administrative staff and/or with caregivers directly.

o Meet with the Education administrative staff regularly, as needed, to discuss program logistics, scheduling changes/flow, staff development, group management, and any concerns.

Mega Group Leader Position Schedule (all dates listed are in 2024)

PRESIDENT'S WEEK & SPRING BREAK

? Initial Pre-Program Planning Meeting w/ other Group Leader and Education Administrative Leadership team (TBD based on staff availability)

? Staff Training Planning Meeting (TBD based on staff availability)

? President's Week/Spring Break Training Schedule (exact training schedule, approx. 10 hours, to be confirmed based on full staff availability, please hold all below dates/times)

? Saturday, February 10 from 11:30-4:00pm

? Monday, February 12 from 5:00-10:00pm

? Wednesday, February 14 from 6:00-9:30pm

? Friday, February 16 from 4:00-9:30pm

? Saturday, February 17 from 9:00am to 1:00pm

? President's Week Program Dates (4 program days)

? Tuesday, February 20; 7:30am to 4:00pm

? Wednesday, February 21 to Friday, February 23; 8:00am to 4:00pm

? Spring Break Refresher Training & Program Set Up

? Sunday, April 21 from 2:00-6:00pm

? Spring Break Program Dates (5 program days)

? Monday, April 22; 7:30am to 4:00pm

? Tuesday, April 23 to Friday, April 26; 8:00am to 4:00pm SUMMER ARTS PROGRAM

? Initial Pre-Program Planning Meeting (TBD based on staff availability)

? Staff Training Planning Meeting (TBD based on staff availability)

? Summer Training Schedule (Training scheduled TBD, approx 20-24 hours, and will take place during the dates of):

? June 27 to July 3 and July 6/7, 2024

? Summer Program Dates (4 program weeks)

? Monday, July 8 to Friday, August 2 ?

Weekly schedule:

? Mondays; 7:30am to 4:00pm

? Tuesdays-Thursdays; 8:00am to 4:00pm

? Fridays; 8:00am to 4:30pm

? Note that on the final program day, Friday, August 2, Group Leaders are asked to stay until 6pm for clean up and staff appreciation.

? Final program debrief meeting (TBD based on staff availability)

Mega Group Leader Compensation

For the full scope of work and schedule listed above, Mega Group Leader will receive a stipend of \$6,875 (equivalent to \$25/hour) paid on the following dates:

? \$1,050 on February 28, 2024

? \$1,125 on April 30, 2024

? \$2,350 on July 15, 2024

? \$2,350 on August 15, 2024

How to Apply Please send the following materials via email only to education@bax.org. Please write "2024 Mega Group Leader Application" in the subject line. You will receive an auto-reply confirming our receipt. Due to the high volume of applicants, however, we will only contact candidates we are inviting to interview. No phone calls. Applications will be reviewed on a rolling basis with an aim to conduct interviews with competitive candidates in December of 2024.

Your email should include: 1. An introduction email including why you are interested in working at BAX and in this specific position; 2. A current resume highlighting your related experience and education; 3. Two Employment references including professional titles, your relationship, contact numbers, and email addresses.

The most successful applicants will become familiar with BAX, our education philosophy, and our school breaks program. More information is available on our website: www.bax.org

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.

Brooklyn Arts Exchange
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For more information:
n/a
education@bax.org

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