

Tuesday, October 1, 2024

BAX Seeking Administrative & Facilities Assistant

Company: BAX/Brooklyn Arts Exchange
Location: Brooklyn, NY
Compensation: \$17/hour

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Logan Zemetres, Marketing and Communications Manager

ADMINISTRATIVE AND FACILITIES ASSISTANT:

(part-time, hourly)

Ideal Start Date: Tuesday, October 8, 2024 with additional mandatory training.

Compensation: \$17/hr

The Administrative & Facilities Assistant (AFA) position, as part of a team of AFAs, is essential to the Operations Department, ensuring the smooth running of the organization. AFAs are the first point of contact to the public, the switchboard operator between different departments and our community of artists, students, and audiences. The AFA team covers the reception/front desk and ensures we are open 7 days a week, 9am-10pm.

About BAX:

For over three decades, BAX has honored the power of performing arts to connect and transform individuals and communities. As an arts incubator, BAX is dedicated to supporting artists of all ages and stages of development—from young children to award-winning professionals—through communities of learning. Our artist residencies, affordable rehearsal space, Practice Lab workshops, and youth education programs annually invite over 10,000 students, parents, families, artists, and audiences to engage in shared creative journeys. We focus on embodied practices—dance, movement, theater, and multidisciplinary performance—and prioritize experimentation, process, collaboration, and mentorship. BAX commits to forging brave spaces by centering artists from historically underrepresented backgrounds and building equity and access across all programs. Ultimately, we aim to build collective power, promote cultural and racial justice, and encourage vibrant, interconnected networks to thrive.

Schedule:

BAX is staffed 7 days a week, 9am-10pm. We are looking to hire for the below shifts with the possibility to pick up shifts and sub for other team members as needed:

*Sundays 3:15pm - 10:30pm

Mondays 2:00pm - 10:30pm (includes pick up)

Tuesdays 3:15pm - 10:30pm

*Often (evenings and weekends), the AFA is the only staff member in the building.

We expect the AFA team to work together to keep the Front Desk covered and the building open so that the organization can run smoothly. Timeliness is essential, as AFAs most often open the building at the start of the day and close it in the evening, depending on the shift. AFAs are expected to attend mandatory quarterly check-ins with the entire Operations Team and are invited to participate in tri-weekly staff meetings to convene with the larger organization.

Areas of responsibility include:

- Heavy phone and email communication regarding all aspects of the organization
- Wayfinding for the public (artists, students, families, audience)
- Orienting new artists to rehearsal spaces, assisting their needs as required.
- Daily cleaning, including rehearsal studios, hallways, and bathrooms
- Putting away office supplies
- Class attendance
- Rehearsal space booking
- Assistance with mailings and collating/distribution of marketing materials
- General administrative support to Core Staff as needed.

- Pick up children at local schools (by foot) and bring them to our center as part of BAX's School Pick Up (SPU) program to participate in after-school classes Monday-Thursday.

- As needed, assist with Friday and Saturday evening box office shifts for BAX's in-house program performances.

Qualifications:

The ideal candidate for this role is excited to engage with BAX's anti-oppression and pro-inclusion work, is self-motivated, and enjoys a highly collaborative atmosphere. Employees should be able and willing to work in a child-friendly, multi-tasking, and, at times, high-stress work environment with many populations and multiple programs. Excellent communication, timeliness, and strong attention to detail are essential. Impeccable, friendly, and informative customer service is required. Experience with Google Suite (Drive, Docs, Sheets, Sites, etc.) and/or Microsoft Suite (Word, Excel, etc.) is required. Salesforce and Asana knowledge are a plus. BAX is currently migrating its database systems from Filemaker to Salesforce with an Amilia integration. The facility and ease of learning new software are desired.

Ideal candidates will be able to work no less than 2-3 shifts per week and have a flexible schedule to sub for other AFA's as needed.

Training:

Mandatory training dates and times will be mutually agreed upon.

To Apply:

Please submit a cover letter and resume to Meghann Trago Finance & Operations Manager, at business@bax.org.

In your cover letter please describe how you align with BAX's values and why this particular position fits your personal and/or professional goals.

BAX/Brooklyn Arts Exchange 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.

BAX/Brooklyn Arts Exchange
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For more information:
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