



Junior Producer Job Description

Broadway for Arts Education is an equal opportunity employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability.

Position Overview: Broadway for Arts Education (BAE) seeks enthusiastic and creative young people to assist in the production needs of our in-school and after-school programs for public **middle and high school** students in New York City for Part-Time, work-study positions. The **Junior Producers** will work with the program director and the executive director on producing digital content, live performances, assisting in fundraising, and other creative needs of the organization. We are looking for candidates who can begin in Fall 2025 to work a schedule that runs parallel to the New York City Public School academic calendar. BAE does not offer monetary compensation to Junior Producers, but they may gain school credit in accordance with their school's work-study program. Junior Producers are eligible for BAE scholarships.

About BAE: Broadway for Arts Education (BAE) is an NYC-based nonprofit organization that uses arts education to dismantle systemic barriers to success for underserved youth. Learn more about us in this [quick video](#).

Our Pedagogical Approach: We value a youth-focused, mentorship-based, and community-driven approach, integrating social justice initiatives and arts advocacy into our curriculum. We incorporate a healthy mix of meeting young people where they are, but also letting them know we believe in their potential to achieve objective excellence through **project-based learning**. We strive to create an inclusive and compassionate community of socially aware thinkers, strong and bold performers, and life-ready leaders through **culturally responsive and decolonized** methods. Our Teaching Artists create safer and braver spaces for students to engage in healthy risk-taking, utilizing the arts as advocacy for self and community, and cultivating a better tomorrow through actions today.

Experience Requirements

- Participants must be a high school student
- Participants must be on track to graduate on time
- Participants must have an excited attitude and willingness to learn
- Participants must be comfortable managing their own time

Candidates with the following experience are extremely encouraged to apply:

- Speak multiple languages (ASL, Spanish, French, Creole, Chinese, Korean, Urdu, Bengali preferred)
- Candidates with a creative background in acting, music, performance, or visual arts

Responsibilities may include and are not limited to:

- Attend and support the Drama Club at WHEELS weekly on Thursdays
- Lead a fundraising campaign in the fall of 2024
- Junior Produce special events at WHEELS such as an Art Share in December 2024 and a musical in March 2025
- Junior Produce a fundraiser w/ the Broadway community
- Act as Junior Producers of the BAE-wide Art Share in the Spring of 2025
- Re-design presentation decks and impact reports for WHEELS (ongoing)
- Explore Grant writing and other funding avenues for their own artistic projects
- Participate in workshops with industry professionals
- Attend staff meetings as needed
- Maintain notes and thoughts related to all BAE work in a designated space (digital or physical)
- Regularly submit Storytelling assets for BAE social media and virtual presence

Competencies:

- Student-centered mindset
- Strong interpersonal and communication skills
- Addresses problem-solving with maturity, adaptability, and flexibility
- Willingness to brainstorm collaboratively
- Willingness to learn and incorporate technology and 21st century tools
- Committed to BAE's organizational-wide mission of decolonizing the classroom

Physical Requirements

- Being in environments with a lot of people (in-person and virtual)
- Frequently stands or sits for long periods of time
- Frequently speaks, reads, writes and uses a computer keyboard
- May require occasional walking, lifting, stooping, pushing, and bending
- May require walking up multiple flights of stairs