

Engagement Manager

Status: Full-time employee, exempt

Reference Code: EM

Location: Downtown, Miami, Florida

Reports to: Senior Director, Programming

Background

As the focal point of performing arts activity in South Florida, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County serves as a showcase for the finest in established and developing performing arts programs. The Center is the foundation on which established resident organizations build their programs and extend their reach. The Center also serves as a laboratory, providing first class accessible facilities for smaller, emerging and developing organizations and for the Center's own innovative productions and events.

The Center provides our diverse audiences with opportunities to share South Florida's many cultures, offering insights and understanding. As an educational resource, the Center broadens the horizons of our children and enhances our quality of life by offering a full range of cultural and learning experiences.

The objectives of the Adrienne Arsht Center for the Performing Arts of Miami-Dade County are to:

- provide a broad range of performing arts experiences reflecting the diversity of our region, country and world;
- offer state-of-the-art accommodations for artists, cultural organizations and audiences;
- operate in an efficient and cost-effective manner and attract governmental and foundation funding;
- serve as an educational and cultural resource for children and under-served audiences; and
- Act as a catalyst for area revitalization and enhance regional economic opportunities and tourism.

In October 2006, The Adrienne Arsht Center for the Performing Arts opened with two major halls designed to produce and present the finest in classical and popular entertainment. The Center is a \$478 million community investment, managed and operated by the Performing Arts Center Trust, Inc., a not-for-profit corporation, in partnership with the Performing Arts Center Foundation. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Sanford and Dolores Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Plaza for the Arts outdoor performance space.

The Adrienne Arsht Center is proud to be home to three artistic resident partners:

- Florida Grand Opera: formed in 1994 by the merger of Greater Miami Opera and The Opera Guild Inc. of Fort Lauderdale FGO stands as one of the oldest performing arts organizations in Florida. It combines

a rich history of presenting internationally-acclaimed artists, lesser know operas by great composers as well as commissions of works of living composers.

- Miami City Ballet: is among the largest ballet companies in the country. Since 1986, MCB has toured more than 100 U.S. cities, Europe, Great Britain, South America, Central America, and Israel. MCB currently performs in four counties in Florida with an active repertoire of 88 ballets
- New World Symphony: has prepared 680 graduates for leadership position in orchestras and ensembles around the world. Since its inaugural concert in 1988 NWS has performed around the globe.

The Adrienne Arsht Center's annual operating budget is about \$43 million; approximately \$22 million is generated by ticket sales, other earned income, and the reimbursement of facility related occupancy costs by Miami-Dade County.

Position Summary:

Under the direction of the Senior Director, Programming the Engagement Manager (EM) coordinates Center special events and performances. The EM uses sound judgment and makes decisions to avoid confusion or delay that could result in additional operating expense. The day to day scope of responsibilities includes extensive planning, scheduling and coordination of support services, equipment, travel and hospitality requests for external and internal users of the facilities. While maintaining high visibility during assigned events and in coordination with the Program Directors the EM serves as the Adrienne Arsht Center for the Performing Arts representative to the client or artist in the planning and execution of these events and performances. The EM coordinates with appropriate Arsht Center departments for event execution. He/she will resolve problems and communicate solutions to appropriate departments.

Duties and Responsibilities:

- Manages the logistical requirements of events and productions in the Center, including planning, organizing, implementing and follow up in conjunction with the Program and Production Departments.
- Coordinates all phases of event or production planning up to and including settlement and bill payment of all assigned events.
- Effectively communicates event details, conflicts and requirement to Program Directors and other applicable departments.
- Works closely with Program Directors and all pertinent Arsht Center departments and outside vendors to fulfill client/renters expectations and needs for a successful event or production.
- Prepares post event reports at the conclusion of each event.
- Monitors event budgets to insure compliance and submits all settlement paperwork to the Finance Department.
- Submits all approved payment and check requests to Finance Department.
- Creates support documentation for Hotel and Air sponsorship usage. Must be able to work evenings, weekends and the hours required to fulfill the principal duties and responsibilities of the position.

Qualifications:

- At least 3 years professional experience in a performing arts or events setting.
- Ability to manage and communicate effectively with a wide range of staff. Must have the ability to work at a high level; completing many tasks simultaneously, under pressure, while maintaining deadlines and cost efficiency. Knowledge and proven skills are required in logistics, planning, client service, organization, problem-solving, and communication.

- Requires extraordinary organization skills, time management, and ability to function with minimal supervision and as an integral part of a team.
- Highly adept at working with a highly diverse client base and artistic personalities.
- Highly computer literate and comfortable with new computer programs.
- Must be comfortable juggling multiple priorities and working for concentrated periods under pressure.

The Adrienne Arsht Center for the Performing Arts is an Equal Opportunity employer.

Qualified candidates should send resumes with cover letter and salary requirement to:

resumes@arshtcenter.org, fax 786-468-2001 or

mail to:

The Adrienne Arsht Center

Attn: Engagement Manager Search

1300 Biscayne Boulevard

Miami, FL 33135

To learn more about The Adrienne Arsht Center for the Performing Arts of
Miami-Dade County visit www.arshtcenter.org