

Corporate Sponsorship Assistant

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking a Corporate Sponsorship Assistant

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.

Position Description:

The Corporate Sponsorship Assistant is industrial and experienced and will support the Senior Director, Development and the development department of a state-of-the-art, three-venue performing arts facility with a operating budget of approximately \$40 million annually.

The right candidate has gained valuable business and industry knowledge in a similar environment. Because of this required experience and expertise in the principles and practices of nonprofit sponsorship, prospect research, proposal writing, presentation and stewardship, he/she will be able to ensure the advancement of the goals of the department. The position will assist the senior director and development department in the effective discharge of their duties by providing research, analysis, appraisal, and recommendations. The candidate must have prior experience writing proposals, creating presentations, sponsorship or prospect related research skills and the ability to clearly communicate information relating to sponsorship matters.

The Sponsorship Assistant will be a member of the development/advancement team reporting to a senior director.

Qualifications and Characteristics

He/she will have a willingness to challenge conventional thinking, support the needs of others and have produce desired results in a quick changing and fast paced environment, possess a degree in a related field, and have a career that has developed steadily over a period of at least 3-5 years with advancement.

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

Email: resumes@arshtcenter.org, with **Development Assistant, Corporate Sponsorship** search in the title line.

The Adrienne Arsht Center is an Equal Opportunity Employer