

Vice President of Operations

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Vice President of Operations to support the President and CEO

FLSA Status: Full-time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 nonprofit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit arshtcenter.org.

Basic Function

The position reports to the President and CEO, Johann Zietsman and provides leadership for the implementation and achievement of the Adrienne Arsht Center's mission, vision, annual goals, and strategic plan: providing oversight of facilities, fiscal integrity and operations. The Vice President of Operations provides leadership for the Production, Information Technology, Building Engineering, Front of House and Operations teams. This position will serve as a critical partner to the CEO and the senior management team.

This is an outstanding opportunity for an experienced leader with strong organizational and people management skills and a proven track record of creative problem-solving to join in a high-growth, high-impact, well-respected, mission-driven organization at the forefront of the performing arts in Miami, Florida.

Responsibilities

The Vice President of Operations responsibilities include, but are not limited to, the following:

Operations

- Drive best-in-class management practices to ensure The Arsht Center has the people, infrastructure, and systems to maintain and enhance the organization's role as the leading performing arts organization in the Miami community.
- Cultivate the values and systems necessary to support an integrated and people-centered culture.
- Ensure that there are ongoing critical assessment systems in place to actively confirm that existing operations and deployment of resources are meeting the goals of the organization. Develops and updates medium and long-term maintenance and upgrades to keep the facility at the highest standards.

Leadership and Executive Management

- Build and maintain effective and trusting relationships with other members of the senior leadership team, staff, partners, and volunteers.
- Empower staff to innovate, maximize productivity, ensure professional excellence, and promote teamwork in line with our (IDEA) Inclusion, Diversity, Equity and Access plan.
- Promote a culture of professional growth within the Arsht Center through succession planning, coaching, mentoring, and professional development.
- Ability to maintain and build collaborative relationships with external stakeholders (Miami-Dade County, City of Miami, TSND, DDA, Resident Companies etc.)

Strategic Thinking and Planning

- In partnership with senior leadership, help develop and recommend strategic multi-year plans.
- Look ahead for future trends that will influence planning, operations, and funding.
- Generate broad support for strategy and manage the process to engage staff.

- Manage and oversee protocols to provide replicable and quantifiable data for reporting and program evaluation.

Candidate Profile

The Vice President of Operations will possess the following professional attributes and competencies:

Operational Leadership

A proven leader, the Vice President of Operations will bring the ability and confidence to ensure that the Arsht Center operations are run efficiently and effectively. This leader will have the ability to conceptualize and analyze problems and solutions in a proactive, constructive, and creative manner that will result in improved performance across the organization. Moreover, the Vice President of Operations will have a record of converting strategy into effective execution. The Vice President of Operations will be a builder with the ability to set priorities decisively, delegate responsibilities, assure accountability and allocate resources to ensure results.

Relationship Builder

The Vice President of Operations must also be skilled at building effective relationships at multiple levels within a dynamic, diverse, inclusive environment. The Vice President of Operations will have the ability to establish rapport and cultivate relationships across all levels of the organization and empower a diverse staff and external constituents to deliver results. The Vice President of Operations will foster a culture of inclusion, belonging, and an atmosphere of collaboration and partnership across the organization. The Vice President of Operations will have an exceptional capacity for coaching, managing and leading people, including building the capabilities of a driven, ambitious, and mission-oriented team.

Passion for the Mission and the Performing Arts

The Vice President of Operations will be driven by the mission of the Arsht Center and as a result, will inspire and motivate others. An empathic, confident leader, the Vice President of Operations will treat others with respect, and lead by example. The ideal candidate will bring lived experience to the role that informs their passion for harnessing the power of the performing arts and theater community. Most importantly, the Vice President of Operations will be an individual of unquestioned integrity, ethics and values; someone who can be trusted without reservation.

Ideal Experience

The Vice President of Operations should have the following type of experience and qualifications:

- Bachelor's degree, Master's degree preferred.
- Ten or more years of significant operations or compatible experience with a sizable theater or performing arts center.
- A record of professional success with executive level responsibilities in theater operations.
- Proven strategic planning and budgeting experience.
- A successful track record as an exceptional communicator, in writing as well as verbally.
- Demonstrated management skills in motivating, directing and leading staff and consultants, and in coordinating and supporting the effective productivity of others.
- Having experience that demonstrates a strong commitment to inclusion, diversity, equity and access in all aspects of theater operations.

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

Compensation and Benefits

The Adrienne Arsht Center offers a competitive salary and a generous benefit package, and a supportive working environment. Salary is based on a nonprofit scale and commensurate with experience and qualifications.

The compensation for this role begins at \$180,000.

Contact

To express interest in this role please submit your materials to resumes@arshtcenter.org. For questions, please contact Trish Brennan, Vice President, Human Resources, email tbrennan@arshtcenter.org or call 786-468-2204. All inquiries and discussions will be considered strictly confidential.

The Adrienne Arsht Center is an equal opportunity employer. We encourage women, people of color, immigrants, people with disabilities and LGBT candidates to apply. The Adrienne Arsht Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.