Hospitality & Special Events Internship Program

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 learning experiences.

Program Description
As an Advancement Intern, you will gain firsthand experience regarding fundraising at the Arsht Center for the Performing Arts, as well as interacting/developing pivotal relationships with key members and donors.

Intern Responsibilities
- Work closely with Director of Facilities coordinating all aspects of special events which include the confirmation of participants and vendors prior to the event, on-site management, and post-event follow-up
- Assist Director in managing event logistics, such as venue, rentals (e.g. A/V, tent) and contracts
- Help Develop & maintain budgets
- Assist Director with booking & managing all special events
- Assist Director in Coordinating event specifics with client & caterer
- Assist Director in providing site tours
- Assist Director with other tasks as assigned

Program Requirements
- Junior or Senior College/University Status pursuing a degree in fundraising or related field
- Strong written and interpersonal skills
- Easy adaptability to last-minute changes and assignments
- Must be available nights and weekends
- 16 hours per week minimum
- This is an unpaid internship, but it can be taken for school credit. Please check with your school for more details.

To apply, please email your resume: internships@arshtcenter.org