

## **Event Programming Arsht Interns Program**

### **Program Responsibilities**

The event programming intern will assist in the planning and execution of events and performances at the Adrienne Arsht Center. In collaboration with the programming department, the event programming intern will work closely with resident companies (Miami City Ballet, Florida Grand Opera, and New World Symphony) as well as local arts partners and touring companies (Broadway, Alvin Ailey American Dance Theater, etc.) to ensure a successful event.

The event programming intern will assist with:

### **Event Management**

- Serve as an ambassador for the Arsht when interacting with visiting companies and arts partners via phone, email or in person.
- Work closely with engagement managers on assigned events to execute and disseminate all logistical details and departmental information required to execute each event.
- Attend production meetings, committee meetings, rehearsals, concerts, and special events as needed.
- Organize, plan, and execute all aspects of assigned event, including hospitality, backstage catering, artist ground transportation, airline scheduling, and reservations for visiting artists and any other requirements for the event.
- Serve as the main point of contact for visiting artists on the day of the event.
- Assume the role of assistant stage manager for special events whenever necessary.
- Organize and assist in the setup of dressing rooms/green rooms; assist in the setting up of spaces for rehearsals as required.
- Track artist expenses and create memo bills/invoices for financial settlement.
- Prepare and submit post-show event reports at the conclusion of each event.

### **Administrative Support**

- Provide administrative support to the programming department (research and identify potential event vendors/suppliers, organize operations and logistics meeting notes, etc.).

### **Program Requirements**

- Must be at least 18 years old (prior to starting the internship).
- Fully computer literate including Microsoft Word, Excel, PowerPoint; 1 year (preferred).
- Performing arts experience in any capacity (performing, managing, producing, etc.).
- Strong administrative skills.
- Ability to work on several projects at once.
- Minimum 15 hours up to 24 hours of availability weekly.
- Must be able to work some evenings and weekends.
- Strong interest in the arts.

### **Job Type**

Internship

### **Work Location**

In person

### **Schedule**

Dayshift, some nightshifts and weekends

### **Ability to commute/relocate**

Miami, FL 33132

Reliable method of transportation or planning to relocate before starting work  
(Required)

### **Salary**

\$15.00 per hour

*This is a paid internship that can also be taken for school credit. Please check with your school for additional details.*

### **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.

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

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists , innovative programming from resident companies and local arts partners, free community events that reflect Miami’s unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city’s cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [arshtcenter.org](https://www.arshtcenter.org).



Adrienne Arsht Center for the Performing Arts  
1300 Biscayne Boulevard, Miami FL 33132  
786.468.2023 | [ArshtCenter.org](https://www.ArshtCenter.org)

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.**