



Assistant to Executive Producer & Dorothea Green Chair Education and Community Engagement

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Assistant to support the Executive Producer & Dorothea Green Chair Education and Community Engagement.

FLSA Status: Full Time, Non-Exempt

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.

Basic Function

This position is responsible for providing the clerical and administrative duties of the Executive Producer & Dorothea Green Chair, Education and Community Engagement's office. Reporting directly to the Executive Producer & Dorothea Green Chair, Education and Community Engagement the role supports the day-to-day administrative functions of the department and assists with events as needed.

Responsibilities

- Responsible for the maintenance of all the files of the Education and Community Engagement Office.
- Handles the calendar, telephone calls, e-mails, correspondence, meeting minutes, presentations, conference and meeting arrangements, travel arrangements and itineraries as they pertain to the Executive Producer's office and ensures appropriate follow-up requests.
- Maintains a call log for Executive Producer & Dorothea Green Chair, Education and Community Engagement.
- Maintains archives and logs for statistics of Education and Community Engagement events and activities.
- Performs special producing projects as assigned by the Executive Producer & Dorothea Green Chair, Education and Community Engagement.
- Coordinates the activities of, and provides service to Education and Community Engagement staff meetings and meetings with guests, donors, Board members, community members, etc.
- Frequent interaction with the Resident Companies, Artists, board members, politicians, and donors.
- Maintains the Education and Community Engagement phone hotline when needed.
- Coordinates the assembly and distribution of Education Committee meeting packages and agendas.
- Schedules Education Committee Meetings on a quarterly basis.
- Coordinates mass mailings, group faxes and e-mail blasts in support of the Education and Community Engagement areas.
- Prepares (or reviews) and delivers expense reports and departmental check requests (including company credit card bills) to the accounting department.
- Prepares (or assists in the preparation of) spreadsheets, power point presentations, etc. Performs related and other duties as assigned by the Executive Producer & Dorothea Green Chair, Education and Community Engagement.
- Note: This position requires flexibility in scheduling the workday, as this position requires irregular hours.

Ideal Experience

- Bachelor's Degree (or equivalent experience) in appropriate field.
- Four years of related experience, one of which has included the organization, coordination and performance of duties at a responsible level.
- Excellent written and verbal skills.
- Superb interpersonal communication skills.
- Excellent administrative ability.
- High level experience with Microsoft Suite.
- Bi-lingual and multi-cultural familiarity.

Personal Characteristics

The Assistant should be:

- Action-oriented; a doer
- Determined and persistent
- Resourceful
- Highly energetic
- Dedicated to accomplishing the organization's goals

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 – 40 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Assistant to the Executive Producer & Dorothea Green Chair, Education and Community Engagement search in the title line.



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.

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.