



Donor Event Coordinator

The Adrienne Arsht Center for the Performing Arts of Miami-County seeks an organized event professional to join the Development team.

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

Supervised by the Assistant Vice President, Development, this position plays a key role in supporting the planning and execution of the department’s internal and external events. The ideal candidate will have experience in event coordination, logistics management and client relations, with a keen eye for detail and a proactive approach to problem-solving.

Responsibilities

- Assist in the planning and execution of all Development Department events including the pre- and post-performance receptions, board meetings, corporate partnership events, special events on- and off-site and the annual gala.
- Act as a point of contact for event participants, sponsors and vendors, ensuring clear and professional communication throughout the planning process.
- Coordinate all event logistics with internal teams and external vendors, including but not limited to food and beverage, setup, invoicing and equipment needs.
- Support event registration and RSVP management, including tracking attendance, guest confirmations and follow-up communications.
- Monitor food and beverage requirements for events, consulting with catering teams to ensure all specifications are met.
- Maintain event ambassador schedules, event calendars, timelines, inventory tracking and event-related documentation.
- Assist with the preparation of event materials, such as guest lists, signage, programs, name tags and place setting cards.
- Collaborate with the Development team to maintain relationships with key donors, sponsors and VIP guests.
- Provide excellent customer service during events, ensuring that all guests have a positive and memorable experience.

Ideal Experience

- Minimum of 2 years of experience in event planning, hospitality or a related field.
- Prior experience working with high-profile events, preferably in the arts, nonprofit or entertainment sectors, is highly desirable.
- Exceptional organizational skills and attention to detail with a focus on accuracy.
- Effective communication skills, both written and verbal, with the ability to interact with diverse audiences, including donors, sponsors and high-level executives.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Knowledge of food and beverage coordination for large events is a plus.



- Bi-lingual in Spanish preferred.

Personal Characteristics

- Dedicated project manager with the ability to take initiative and work independently.
- Strong problem-solving skills and the ability to think on your feet.
- Highly professional and dependable, with a commitment to delivering excellent service.
- Ability to adapt to changing priorities and deadlines and manage multiple tasks simultaneously.

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

Availability and Hours

- Availability to work flexible hours, including evenings and weekends, as required by event schedules.
- Must be able to work on-site at the Adrienne Arsht Center in Miami, FL.

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

Email: resumes@arshtcenter.org, with Donor Event Coordinator 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.