

## **Part-Time Event Ambassador**

*The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Event Ambassador to support the Marketing department.*

FLSA Status: Part-Time, Non-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](http://arshtcenter.org).

### **Basic Function**

Reporting to the Marketing Coordinator, the part-time Event Ambassador will work various on-site and off-site activations. They will serve as an integral part of the way the Adrienne Arsht Center promotes performances to various audiences in the community through grassroots marketing efforts. The Event Ambassador will have the ability to work a flexible part-time schedule that includes day and evening hours as well as weekends and some holidays.

## **Responsibilities**

ESSENTIAL FUNCTIONS: The following are examples of the various functions required. The job requirements are not limited to items on this list.

- Assist the Marketing Coordinator with all logistics for both on-site and off-site events, including set up, managing volunteers, organizing collateral, and interacting with the public.
- Send post-event reports and photos to help Adrienne Arsht Center assess value of attendance.
- Ensure that event collateral displays are fully stocked and organized while maintaining a professional and neat appearance.
- Other duties as assigned by Marketing Coordinator.

## **Requirements**

- Minimum of 1 year of experience in event planning, promotions, or other grassroots marketing
- Highly enthusiastic, positive-minded, customer focused, service and detail oriented
- Excellent communication skills
- Ability to make decisions and be highly productive in a fast-paced environment
- Ability to work well under pressure and be flexible to change
- Ability to work effectively and positively with others
- Flexible schedule
- Responsible and reliable

## **Desired Qualifications**

- Strong personal interest in events and the performing arts
- A collegial and open-minded approach to the tasks at hand
- Bilingual English/Spanish

## **Personal Characteristics**

The Event Ambassador should be:

- Friendly and enthusiastic
- Detail oriented
- Extremely organized
- Action-oriented; a doer

## **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.

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

E-mail: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Part-Time Event Ambassador 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.**