



Production Department Administrator

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Production Department Administrator to support the Director, Production and Production Department.

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

Reporting to the Director, Production, the Production Department Administrator is responsible for handling all the financial management of the Production Department. This work includes preparing all check requests for Finance, preparing, and reporting all labor expenses, assisting in managing capital expenditures for the Center. Success in this position relies on great organizational skills, the ability to multitask on numerous projects simultaneously, strong leadership qualities and superior grace under pressure. The ability to work as a team with the technical, production and administrative staff is essential.

Responsibilities

Counted among the responsibilities of the Production Department Administrator will be to:

- Review stagehand timesheets and track production costs for settlement
- Process IATSE stagehand payroll
- Review and, when needed, create Steward Reports for Local 500 labor calls
- Manage credit card purchases and monthly reconciliation
- Maintain inventory of production consumables and budget for replacement items within production/technical budgets
- Ensure new hire paperwork for IATSE stagehands is completed accurately and in compliance with requirements
- Handle departmental invoices and check requests
- Undertake special assignments and projects as directed

Ideal Experience

- Accounting background preferable; associate's degree in accounting a plus
- Excellent knowledge of Excel and Microsoft Teams
- Minimum three years' experience in budget management, payroll management, accounts payable.
- Excellent organizational skills
- Excellent writing and presentation skills.
- Proven record of accomplishment.
- Exceptional interpersonal skills.
- Ability to effectively multi-task.
- Able to work well with a variety of personalities and maintain a positive attitude even in highly stressful, time sensitive situations.
- Advanced computer skills including knowledge of MS Professional Office and Outlook.
- Theater knowledge a plus
- Fluency in a foreign language, preferred.

Personal Characteristics

The Production Department Administrator should be:



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

- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

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

Email: resumes@arshtcenter.org, with Production Department Administrator 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.