



Receptionist

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Receptionist to support the Executive Vice President and Manager of Board Relations.

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

The Receptionist reports directly to the Executive Vice President and provides general office support through a variety of administrative tasks and related responsibilities. This role includes answering incoming calls, directing callers to the appropriate staff, distributing mail, managing correspondence, ordering supplies, and performing other administrative duties as needed.

This position is the central source for interoffice communications and to the extent possible be aware of the activities of all staff members in order that everyone has a central source for information.

Responsibilities

- Understand the technical capabilities of the Center's switchboard system and trains new employees in its operation.
- Operate a telephone switchboard to answer, screen and forward calls, take messages and direct inquiries to the appropriate associates.
- Greet and direct visitors.
- Maintain accurate and up-to-date contact information (both public and confidential) for all staff members and other Center stakeholders.
- Perform general support tasks such as copying, scanning, filing, assisting with mass mailings and handling incoming and outgoing mail.
- Schedule maintenance of office equipment as needed.
- Provide callers with information such as the Center's address and website address, directions to the Center and other related information.
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Monitor the inventory of all general office supplies and order, receive, stock and distribute office supplies.
- Prepare (or assists in the preparation of) spreadsheets, PowerPoint presentations, etc.
- Ensure the reception area is kept neat and orderly.
- Process invoices for payment.
- Other duties as assigned.

Ideal Experience

- One year of receptionist experience.
- Excellent phone etiquette.
- Excellent verbal, written and interpersonal communication skills.
- Fluent in English and Spanish.
- Excellent organizational skills.
- Ability to demonstrate careful attention to detail and follow-through.
- Punctual
- Professional appearance
- Intermediate knowledge of Microsoft Outlook and Microsoft Office (Word, Excel and PowerPoint).
- Demonstrated ability to effectively and efficiently coordinate multiple tasks.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Ability to work collectively with the administrative team.

Personal Characteristics

The Receptionist should be:

- 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 Receptionist 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.