

AILEYCAMP MIAMI SUMMER EMPLOYMENT ADMINISTRATIVE ASSISTANT

About AileyCamp Miami 2026:

June 15 - July 25, 2026

AileyCamp Miami is a summer day camp where middle school students are immersed in dance as a physical activity that, in addition to expanding aesthetic awareness, fosters athletic ability and skills demanded. As a result, campers increase confidence, self-esteem, leadership skills and enjoy a variety of social activities. Each summer up to one hundred students, who reside in Miami-Dade County and are currently enrolled in the 6th, 7th, or 8th grade (ages 11 to 14) at a Miami-Dade County Public School at the time of application, are selected. Prior dance training is not a consideration for admission.

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

Since opening in 2006 in the heart of downtown, 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.

The Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the Miami's cultural transformation, producing more than 400 annual events that generate 11,500 local jobs and \$125 million in economic impact. The Arsht is home to a robust series of touring Broadway musicals, star-studded jazz and classical music concerts curated for South Florida, an award-winning Miami-based theater program and numerous historic and televised events. Free annual Arsht events, such as Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration bring together people from all corners of our community. For more information, visit ArshtCenter.org.

Basic Function:

The Administrative Assistant of AileyCamp Miami supports the Camp Administrator in executing day-to-day functions of AileyCamp Miami. The Administrative Assistant works under the Arsht Director of Education and AileyCamp Miami Director in supporting the six-week program beginning Monday, June 15, 2026, and ending Saturday, July 25, 2026, with a final performance on Saturday, July 25, 2026.

Administrative Assistant Responsibilities:

- Assists the Camp Administrator and Directors with office and day-to-day tasks related to AileyCamp Miami
- Participate in regularly scheduled staff meetings (3:30 – 4:30pm) and individual meetings with AileyCamp Miami Director as needed
- Attend a mandatory staff orientation on June 10 – 12, 2026
- Attend the final showcase on Saturday, July 25, 2026
- Manage AileyCamp Miami phone lines including taking messages and returning calls to parents, vendors, and community partners
- File and organize all materials, applications, and documents relevant to AileyCamp Miami operations
- Collect daily attendance, keep accurate records related to this information, and do parent/guardian follow up as needed on a daily basis and at the request of the Camp Administrator or Director
- Use of various software programs including Word and Excel and PowerPoint
- Assists with processing and managing mailings, sensitive paperwork, and camp notifications as directed
- Provides support at camp interviews, camper/parent orientation, Open House Day and all other ancillary activities related to Camp operations
- Assists in the coordination of activities for campers as needed in conjunction with AileyCamp Miami staff and faculty
- Participate as directed on field trip days throughout the duration of camp hours
- Participate as needed in all rehearsal, preparation and day-of final performance activities as needed to support artistic staff and faculty

- Dress in the AileyCamp Miami staff uniform and in a neat and clean manner ensuring clothing and/or costumes do not contain inappropriate references for children (alcohol, drugs, profanity, etc.)
- Voluntarily participate in the background checks required for employment including but not limited to federal and sex offender checks and finger printing
- Other duties as necessary

Qualifications:

- Strong oral and written communication skills
- Skills in Microsoft Office Suite, PowerPoint, Word Excel
- Ability to work independently as well as part of a team
- Attention to detail and is highly organized navigating an office environment
- Multitasks on different projects to meet immediate deadlines
- Prioritizes projects daily to meet needs of program
- Follows direction well and demonstrates proactive approach to problem solving
- Bilingual in English/Spanish or Kreyol

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

Email: resumes@arshtcenter.org, **Administrative Assistant – AileyCamp Miami** 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.