

## **Human Resources Arsht Interns Program**

### **Program Responsibilities**

We are seeking an enthusiastic HR intern to join our internship team and provide invaluable support to our internship program. As an HR intern, you'll perform a variety of administrative tasks, including updating the intern alumni records, screening résumés and scheduling interviews. This internship offers an excellent opportunity to gain firsthand experience in HR operations and insight into our company's approach to recruiting and employee development. Additionally, you'll have the chance to gain exposure to different facets of HR management.

The HR intern will assist with:

- Day-to-day operations:
  - Assist with the daily functions and duties of the Arsht Intern Program.
- Updating intern and intern alumni records:
  - Maintain accurate employee databases by adding new employee information, including contact details and employment forms (both hard copies and digital files).
- Intern projects:
  - Coordinate, organize and execute intern-related projects, including meetings, workshops and evaluations.
- Intern communication:
  - Act as a liaison between interns, program specialists and intern supervisors, ensuring smooth communication and prompt resolution of requests and questions.
- Scheduling interviews:
  - Coordinate interview schedules for internship applicants.
- Research:
  - Company culture: Understand the organization's culture, values and mission.

- Industry trends:
  - Research industry-specific trends, best practices and innovations.
- Training needs assessment:
  - Identify training gaps and recommend relevant programs.
- Learning platforms:
  - Research e-learning platforms and training resources.

### **Program Requirements**

- Must be at least 18 years old (prior to starting the internship)
- Fully computer literate, including Microsoft Word, Excel, PowerPoint; 1 year (preferred)
- Strong attention to detail is critical.
- Ability to work independently and remain calm under pressure.
- Efficiently manage multiple administrative tasks.
- Effective communication to interact with interns and supervisors.
- Interest in HR; a desire to learn about HR processes and functions.
- Collaborate with colleagues and contribute to team goals.
- Available a minimum 20 hours up to 24 hours weekly.
- Must be able to work some evenings and weekends.
- Strong interest in the arts.

### **Job Type**

- Internship

### **Work Location**

- In person

### **Schedule**

- Day shift, some nights and weekends
- Must be available for the entirety of the 14-week program
- Must be available to come in from 9-5 every Wednesday

### **Ability to commute/relocate**

- Miami, FL 33132
- Reliable method of transportation or planning to relocate before starting work is required.

### **Salary**

\$16.00 per hour

*This is a paid internship that can also be taken for school credit. Please check with your school for additional details.*

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

## **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](https://www.arshtcenter.org).

**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.**