

Marketing Assistant

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking a Marketing Assistant to support the Vice President, Marketing, Senior Marketing Director and Marketing Directors.

FLSA Status: Full-Time, Non-Exempt

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 Marketing Assistant will provide administrative support to a dynamic and highly motivated marketing team. A high degree of organization, coordination and collaboration is required to carry out the responsibilities of this position.

Responsibilities

- Assists with event activations including event staffing and payment, setup and breakdown and attends events as needed.
- Coordinates processing of charity comp ticket requests and maintains a running spreadsheet.
- Maintains database of papering and promotional partners and distributes papering and other offers.

- Submits design requests for institutional marketing campaigns.
- Manages key institutional eblasts, partner events, monthly newsletters and bi-monthly department reporting.
- Conducts regular website audits.
- Assists with monthly reconciliation of department budget and year-end accruals.
- Oversees inventory and ordering of branded promotional items.
- Receives institutional requests for branded collateral and ensures fulfillment.
- Maintains branded collateral (flyers, posters, brochures, banners, etc.) and ensures organized department office space.
- Prepares and executes show and institutional invoices in a timely manner.
- Oversees the department postage account.
- Coordinates department enrichment activities and special events.
- Provides administrative support to Vice President, Marketing, and Senior Director, Marketing.
- Orders department supplies.
- Performs other duties as assigned.

Ideal Experience

The Marketing Assistant should have the following type of experience and qualifications:

- Excellent written and verbal skills
- Superb interpersonal skills
- Extremely organized and excellent follow-through skills
- Administrative ability
- Strong knowledge of MS Office products
- Ability to work in a fast-paced environment and flexibility to quickly adapt to changing demands
- Exemplary attention to detail
- Ability to multi-task with minimum supervision
- Bachelor's degree in marketing or relevant field

Personal Characteristics

The Marketing Assistant should be:

- Action-oriented; a doer
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals
- Passionate about the Adrienne Arsht Center's mission

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.
- Duties may include nights, weekends, events and holidays as needed.

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

Email: resumes@arshtcenter.org with Marketing Assistant in the subject 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.