

Communications Arsht Interns Program

Program Responsibilities

The communications intern will be involved in several activities within the communications department, working closely with all members of the communications team to garner press coverage for the Adrienne Arsht Center. They will gain firsthand experience promoting performances and events at the Arsht, interacting with members of the news media and working alongside the professional staff of a major non-profit performing arts organization.

The communications intern will assist with:

- Archiving media hits and compiling press-coverage reports.
- Escorting photographers and videographers around the Arsht to capture images of performances/events.
- Staffing press events, including observing one-on-one media interviews both onsite and at television/radio stations.
- Writing press releases; crafting media pitches.
- Brainstorming and contributing to content creation.
- Assembling press kits and other media materials for Arsht events and arts education/community activities.
- Various administrative tasks as assigned.

Program Requirements

- College junior or senior status, pursuing a degree in public relations or related field (English/communications).
- Must be at least 18 years old (prior to starting the internship).
- Superior writing and editing skills.
- Ability to work and excel in a fast-paced environment.
- Ability to shift priorities to meet deadlines as needed.
- Experience or interest in photo and video production is a plus.
- Minimum 20 hours up to 24 hours of availability weekly.
- 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 (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.