



Manager, Community Engagement

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Manager, Community Engagement to support the Director, Community Engagement.

FLSA Status: Full-time, 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 Manager of Community Engagement is responsible for managing a diverse range of Community Engagement programs and projects to connect all South Florida community members of all ages and backgrounds to engage and participate in transformative arts experiences in the community and at the Adrienne Arsht Center. The Manager will be

responsible for the day-to-day coordination including working collaboratively with all Adrienne Arsht Center departments to successfully realize Community Engagement programs in the Miami community and on the campus of the Arsht.

Responsibilities

The following are examples of the various responsibilities required. The job requirements are not limited to items on this list.

- Builds relationships with community members, community centers, teaching artists, artists, artist agents, local organizations, and administrators to promote and execute Community Engagement programs at community sites and on the campus of the Arsht
- Serves as the administrative and logistics lead for the Arsht Community Engagement programs, including planning and organizing to execute a portfolio of community events and productions such as Arsht On The Road, Gospel Fest Miami, Accessing the Arts, community workshops and teaching artists professional development opportunities among other programs
- Manages the Community Engagement calendar using a variety of event management software systems in coordination with the Arsht programming team to meet the needs of the Community Engagement department
- Works closely with Production, Operations, Box Office, Public Relations and Marketing Departments as well as artists and outside entities to fulfill Community Engagement programs expectations
- Implements tools/surveys (both quantitative and qualitative) to gather Community Engagement program statistics for all Community Engagement program activities
- Generates reports as needed through Tessitura software for Community Engagement Program reports on a quarterly basis
- Submitting and tracking all approved payment, wire transfers and check requests to Finance Department
- Manages the Community Engagement inbox, phone lines for inquiries and all correspondence
- Prepares post event reports at the conclusion of each event and archives key information for the next iteration of the program

- Supports the Education and Community Engagement Department in research and preparing written information for educational materials, applications, and final reports.
- Supports the Senior Director of Education and Community Engagement in preparing, and tracking all contracts for artists, teaching artists, arts partners, and vendors
- Works collaboratively with the Senior Director, VP to successfully implement Community Engagement programs at the Arsht Center and out in the community.
- Other duties as assigned.

Ideal Experience

- A Bachelor's degree or higher in education, arts administration, social work and/or a related fields in the performing arts
- Minimum of 3 years of progressive experience in the fields of community building, event management, theater, and/or arts administration
- Bilingual in English/Spanish or English/Kreyol preferred
- Proficiency in clerical and administrative procedures and systems such as Microsoft Office Suite, managing digital files and records, creating spreadsheets and reports, designing forms, and other office procedures
- Understands and thrives in a collaborative, team-oriented style
- Time management skills and ability to balance event execution alongside administrative duties
- Ability to effectively multi-task, establish priorities, and disseminate information
- Adaptability in an ever-changing environment driven by real time event progress
- Experience in the performing arts, community-building, and arts administration

Personal Characteristics

The Manager, Community Engagement should be:

- Action-oriented and a doer
- An active listener and willing to learn from others



- A critical thinker and a complex problem solver that identifies challenges and develops and evaluates options and implements solutions
- Easy to get to know, loves the arts and people
- Dedicated to accomplishing the organization's goals and always striving for the best

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.

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

Email: resumes@arshtcenter.org, with Manager, Community Engagement on 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.