

Events Operations Arsht Interns Program

Program Responsibilities

Operations Services oversees various aspects of both the day-to-day operations of the Adrienne Arsht Center as well as event/performance specific services.

The events operations intern will assist with:

Safety & Security

- Monitor general safety conditions on campus and perimeter.
- Attend strategic meetings and receive event-specific safety assignments.

Parking & Valet

- Scheduling, supervising and accounting internal and external clients' parking services.
- Attend meetings with vendors including REEF Parking and Premium Parking.
- Act as Arsht representative for event-specific assignments.

Food & Beverage

- Liaise with Constellation Culinary Group, the Adrienne Arsht Center's exclusive vendor for concessions and special event catering for internal and external clients.
- Attend planning meetings with CCG, Facility Rentals and Development and receive event-specific assignments.

Guest Services

- Complete all guest services training sessions.
- Complete general Americans With Disabilities Act training.

- Attend planning meetings and receive assignments for select performances and events.

Neighborhood & External Impacts

- Participate in meetings and discussions with regional partners, including the Kaseya Center, The Underdeck Committee, City of Miami Omni CRA, Miami-Dade Transit and Florida Department of Transportation.

Other

- Attend operations directors meetings.

Program Requirements

- Fully computer literate including Microsoft Word, Excel, PowerPoint; 1 year (preferred)
- Must be at least 18 years old (prior to starting the internship)
- Performing arts experience in any capacity (performing, managing, producing, etc.)
- Strong administrative skills
- Ability to work on several projects at once
- 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

\$15.00 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.