

AILEYCAMP MIAMI 2026 SUMMER EMPLOYMENT CAMP ADMINISTRATOR

About AileyCamp Miami 2026:

June 15 - July 25, 2026

AileyCamp Miami is a summer day camp where middle school students are immersed in dance as a physical activity that, in addition to expanding aesthetic awareness, fosters athletic ability and skills demanded. As a result, campers increase confidence, self-esteem, leadership skills and enjoy a variety of social activities. Each summer up to one hundred students, who reside in Miami-Dade County and are currently enrolled in the 6th, 7th, or 8th grade (ages 11 to 14) at a Miami-Dade County Public School at the time of application, are selected. Prior dance training is not a consideration for admission.

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 Camp Administrator of AileyCamp Miami supervises the day-to-day functions of AileyCamp Miami. The administrator works under the Arsht Director of Education and AileyCamp Miami Director in coordinating and executing the daily operations of the six-week program beginning Monday, June 15, 2026, and ending Saturday, July 25, 2026, with a final performance on Saturday, July 25, 2026.

Camp Administrator Responsibilities:

- Coordination of all aspects of AileyCamp Miami relating to the physical set-up of the AileyCamp Miami site under the guidance of Arsht Center staff
- Attend all camp days Monday – Friday between the hours of 7:30am – 4:30pm
- Begin AileyCamp Miami part-time immediately remotely; and full-time for pre-camp preparations on May 4 remotely; and then full time onsite the week of Monday, June 15 through July 31, 2026
- Attend a mandatory staff orientation on June 10 – 12
- Attend the final showcase on Saturday, July 25, 2026
- Participate in regularly scheduled staff meetings (3:30-4:30pm) and other meetings as needed
- Assist in sending correspondence to potential campers, their parents, staff and donors
- Assist in the coordination of all aspects of camp field trips including transportation
- Assist in the coordination of bus transportation of campers to and from camp
- Assist in the coordination of breakfast, lunch and snacks for students
- Coordinate performances and workshops by guest artists
- Coordinate the distribution of camp uniforms
- Supervision of Administrative Assistant, interns and volunteers
- Report individual campers' counseling needs to Guidance staff
- Support faculty members as needed with the end-of-camp performance materials and ordering/organizing costumes
- Participate in all rehearsal, preparation and day-of final performance activities as needed to support artistic staff
- Dress in the AileyCamp Miami staff uniform and in a neat and clean manner ensuring clothing and/or costumes do not contain inappropriate references for children (alcohol, drugs, profanity, etc.)
- Coordinate the mandatory Parent Orientation for incoming campers
- Assist in conducting a mandatory staff orientation under the guidance of the AileyCamp Miami Director and Arsht Director of Education



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- Assist with compiling AileyCamp Miami statistical data at the end of camp
- Voluntarily participate in the background checks required for employment including but not limited to federal and sex offender checks and finger printing
- Other duties as necessary to ensure the safe and efficient operation of AileyCamp Miami

Qualifications:

- Must be an organized and detail-oriented individual that can monitor work performed by staff and interns so that it is completed on time and within budget and meets Arsht Center standards of excellence
- Prioritize and attention to detail
- Effective oral communicators, being able to interact with many different individuals in person or over the phone in a professional manner
- Must possess strong written communication skills
- Proficiency in all Windows Office programs- including Word, PowerPoint, Outlook and Excel
- Prior knowledge and/ or experience of working in camp settings preferred
- Bilingual in English, Spanish or Kreyol preferred

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

Email: resumes@arshtcenter.org, **Camp Administrator – AileyCamp Miami** 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.