



Education and Community Engagement Coordinator

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Education and Community Engagement Coordinator to support the Arsht Impact Education & Community Engagement Department.

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 Education and Community Engagement Coordinator is responsible for the coordination and facilitation of the Arsht Center's Education and Community programs with 50% in Community Engagement and 50% in Education. The coordinator will work with Managers and Directors in Community Engagement and Education to implement and execute logistics, invoicing, budget tracking, and other administrative duties that



support programs both on the Arsht Center campus and in the Miami-Dade County Community. This is a full-time, in-office position.

Responsibilities

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

- Plan, implement and assist in the administration of Education and Community programs, working with the Managers and Directors to fulfill the mission of creating accessible programs for the Miami-Dade County Community.
- Coordinate logistics and administrative tasks for community and educational programs, workshops, master classes, student field trips and performances both on the Arsht Center campus and out in the community.
- Collaborate with Arsht Center departments, teaching artists, artists and their representatives, and guest presenters to assure that performances and events have all the necessary advancing of logistical needs to be successful.
- Assists with development and maintenance of relationships with schools, educators, community leaders, partners and other nonprofit organizations.
- Communicate in a professional manner internally at the Arsht and externally with local, and national partners, schools, non-profit organizations and community groups to assure the department maintains continuous communication and positive ongoing relationships.
- Assists in the assessment and the evaluation of educational programs and community events to measure their effectiveness and impact on the community and document outcomes.
- Schedules and oversee arrival logistics for site visits to the Arsht that allow community partners to walk spaces at the center in preparation for collaborative programs and events.
- Collaborate with Managers to coordinate scheduling and payments for Community Engagement teaching artists.
- Deploys and collects pre and post program surveys for partnership programs, school-based programs, and community events.
- Collaborate with Managers to schedule production meetings and facilitate communication and timeline planning with appropriate agendas.

- Maintains the statistics database for the department assuring that all program statistics are up to date monthly.
- Maintains departmental calendar, reserves space using online software, and reviews scheduled dates on a weekly basis assuring that all team members are prepared for upcoming events and have planned coverage for absences.
- Liaison with the Finance department to submit and process invoices, upload invoices for settlements and follow up on artist check requests.
- Inputs and manages calendaring for scheduled programs and events occurring off campus.
- Communicates with Managers to assemble and deploy logistical and space usage information via internal Event Booking Notifications (EBNs)
- Receives and responds to communications received via the Education and Community Engagement hotline and manages email inboxes.
- Other duties as assigned.

Note: This position requires flexibility in the workday, as it frequently requires nights and weekends.

Ideal Experience

- Bachelor's degree in Education, Arts Management, Communications, Social Work, or a related field preferred.
- Minimum of 2 years of experience in program coordination or a similar role with related responsibilities.
- Experience in performing arts, community programming, event management, outreach, or related fields.
- Strong interpersonal, verbal, and written communication skills, with the ability to collaborate effectively with individuals from diverse backgrounds.
- Exceptional organizational, time management, and project coordination skills, with the ability to manage multiple priorities and adapt to changing needs.
- Demonstrated ability to take initiative, solve problems proactively, and respond effectively to the evolving demands of live events and community-based programming.
- Inquisitive and resourceful, with a commitment to continuous improvement and identifying solutions to challenges.
- Strong attention to detail and ability to meet deadlines while maintaining flexibility when priorities shift.



- Must be willing and available to work on-site.
- Passion for the performing arts and a commitment to making the arts accessible to the community.
- Proficiency in Microsoft Office Suite, including Excel and PowerPoint, and project management platforms such as Trello, Monday.com, or Asana.
- Experience with database management and familiarity with CRM systems such as Salesforce, Tessitura, Planning Center, or similar platforms.

Personal Characteristics

The Education and Community Engagement Coordinator should be:

- Action-oriented and a doer.
- Positive in attitude.
- 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.
- Able to think creatively to solve problems as well as follow specific instructions and take directives.

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 Education and Community Engagement Coordinator 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.