

## **Arsht Center Paid Internship Event Programming**

### **Program Responsibilities**

The Event Programming Intern will help plan and execute events and performances at the Adrienne Arsht Center. In collaboration with the Programming Department, the Event Programming Intern will work closely with resident companies (Miami City Ballet, Florida Grand Opera and New World Symphony) as well as local Arts Partners and touring companies (Broadway, Alvin Ailey Dance Theater, etc.) to ensure a successful event.

The Event Programming Intern will assist with:

### **Event Management**

- Serve as an ambassador for the Arsht Center when interacting with visiting companies and arts partners via phone, email or in person
- Work closely with Engagement Managers on assigned events to execute and disseminate all logistical details and departmental information required to execute each event
- Attend production meetings, committee meetings and attend rehearsals, concerts, and special events as needed
- Organize, plan, and execute all aspects of assigned event, including hospitality, backstage catering, artist ground transportation, airline scheduling and reservations for visiting artists and any other requirement for the event
- Serve as the main point of contact for visiting artists on the day of the event
- Assume the role of assistant stage manager for special events whenever necessary
- Organize and assist in the setup of dressing rooms/green rooms; assist in the setting up of rehearsal spaces as required
- Track artist expenses and create memo bills/invoices for financial settlement
- Prepare and submit post-show event reports at the conclusion of each event



### **Administrative Support**

- Provide administrative support to the Programming department (research and identify potential event vendors/suppliers, organize operations & logistics meeting notes, etc.)

### **Program Requirements**

- Must be at least 18 years old (prior to starting the internship)
- Fully computer literate including Microsoft Word, Excel, PowerPoint: 1 year (Preferred)
- Performing arts experience in any capacity (performing, managing, producing, etc.)
- Strong administrative skills
- Ability to work on several projects at once
- Minimum 15 hours up to 24 hours of availability weekly
- Must be able to work some evenings and weekends
- Strong interest in the arts

### **Job Type**

Internship

### **Work Location**

In person

### **Schedule**

Dayshift, some nightshifts and weekends

### **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**

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 nonprofit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community. For more information, visit [arshtcenter.org](http://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.**