



Arsht Center Paid Internship Accounting

Program Responsibilities

The Accounting Intern will work closely with the Arsht Center Finance team on several projects. Getting hands on experience and mentorship in a fast-paced department. Applicants should be detail-oriented and have strong computer and interpersonal skills as they will be required to work with numerous spreadsheets as well as interact with different departments.

The Accounting Interns will assist with:

- Processing invoices through a paperless system.
- Reviewing monthly credit card expenses.
- Reviewing settlement documents.

Program Requirements

- College junior or senior status, pursuing a degree in Accounting.
- Must have completed an intermediate and/or advanced accounting course.
- Must be at least 18 years old (prior to starting the internship)
- Superior computer skills
- Microsoft Excel: 1 year (Preferred)
- Minimum 15 hours up to 24 hours of availability weekly
- Strong interest in the arts

Job Type

Internship



Work Location

In person

Schedule

Dayshift

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 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.



ADRIENNE ARSHT CENTER

Arsht **INTERNS**

INTERNSHIP PROGRAM

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.

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.