

# **Arsht Center Paid Internship Community Engagement**

## **Program Responsibilities**

The Community Engagement Intern, in collaboration with the Director of Community Engagement will work closely with the Center's staff and stakeholders to ensure the most effective outcomes for the department and its community events.

## **The Community Engagement**

1. Assist with the educational planning, evaluation, and ongoing management of Community Engagement partners and projects
2. Assist with the coordination of Community Engagement events
3. Assist with the coordination, communication and hosting artists that are a part of the community Engagements events and meetings
4. Assist with on-site logistic of Community Engagement events
5. Research and data collection for local artists and arts partners
6. Occasional assistance with evening or weekend special events requiring additional staff.
7. Conducting research relevant to youth arts enrichment curriculum development, best practices in contemporary youth arts education, and as needed.
8. Preparing for meetings, surveys, and other ways for communicating with and receiving feedback from artists, arts partners and community members about Arsht Center Community Engagement programs.
9. Coordinating logistics across multiple departments to advance Community Engagement program needs.

## **Program Requirements**

- College Junior or Senior status, pursuing a degree in Art Education, Special Education, Education Leadership, Performing Arts, Social Work, Arts Management, related field or one (1) year experience working in an educational environment or community youth organization.
- Must be at least 18 years old (prior to starting the internship).
- Strong written, verbal, and interpersonal communication skills.
- Assist with special projects/assignments as required.
- Must be willing to learn.
- Minimum 15 hours up to 24 hours of availability weekly.

- 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, CommuniTea 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.**