



Arsht Center Paid Internship Events Operations

Program Responsibilities

Operations Services oversees various aspects of both the day-to-day operations of the Center as well as event/performance specific services.

The Events Operations Interns will assist with:

Safety & Security

- Monitor general safety conditions on campus and perimeter.
- Attend strategic meetings and receive event-specific safety assignments.

Parking & Valet

- Scheduling, supervising, and accounting internal and external clients' parking services.
- Attend meetings with vendors including REEF Parking and Premium Parking.
- Act as Center representative for event-specific assignments.

Food & Beverage

- Liaise with Constellation Culinary Group, the Center's exclusive vendor for concessions and special event catering for internal and external clients.
- Attend planning meetings with CCG, Facility Rentals and Development and receive event-specific assignments

Guest Services

- Complete all Guest Services training sessions.
- Complete general Americans with Disabilities Act training
- Attend planning meetings and receive assignments for select performances and events.

Neighborhood & External Impacts

- Participate in meetings and discussions with regional partners including the Kaseya Center, The Underdeck Committee, City of Miami Omni CRA, Miami-Dade Transit, and Florida Department of Transportation.

Other

- Attend Operations Directors meetings.



Program Requirements

- Fully computer literate including Microsoft Word, Excel, PowerPoint: 1 year (Preferred)
- Must be at least 18 years old (prior to starting the internship)
- 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
- 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.

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.