

## 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 Executive Producer and Dorothea Green Chair of Education and Community Engagement.*

FLSA Status: Full-time, Non-Exempt

### **About Us**

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).

### **Basic Function**

Reporting to the Executive Producer and Dorothea Green Chair of Education and Community Engagement, the Education and Community Engagement Coordinator is responsible for the coordination and facilitation of the Arsht Center's Education and Community programs with 70% in Community Engagement and 30% in Education. The coordinator will work with Managers in Community Engagement and Education to implement and execute logistics and administrative duties that support programs both on the Arsht Center campus and in the Miami-Dade Community.

## **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 Miami-Dade 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.
- Collaborative with Arsht Center departments, teaching artists, artists and their representatives, 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 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.
- Schedules regular site visits to partnership sites for Community Engagement staff to maintain program quality.
- Coordinates the scheduling of Community Engagement teaching artists.
- Deploys and collects partnership site and school based pre and post program surveys.
- Plans program and performance production meetings with appropriate agendas.
- Maintains the statistics database for the department assuring that all program statistics are up to date monthly.
- Liaison with the Finance department to submit and process invoices, upload invoices for settlements and follow up on artist check requests.
- Inputs and manages outreach schedules.
- Assembles and deploys monthly Education and Community Engagement internal report.
- Manages the Education and Community Engagement hotline and email inboxes.

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

## **Ideal Experience**

- Bachelor's degree in Education, Arts Management, Communication, or Social Work preferred.
- Minimum 2 years of experience in program coordination or similar position with related responsibilities.
- Experience in the performing arts, event management or outreach fields.

- Strong interpersonal and communication skills, with the ability to work collaboratively with people from diverse backgrounds.
- Outstanding organizational and time management skills. Must be able to adapt to changing priorities.
- Exceptional oral and written skills are a must.
- Must be willing and available to work on-site.
- Ability to be proactive and take initiative.
- Exceptional attention to detail while maintaining the ability to meet all established deadlines.
- Must be able to effectively prioritize tasks and assignments.
- Passion for the performing arts and a commitment to expanding access and equity to community at large.
- Proficiency in Microsoft Office Suite, Excel and Power Point.

### **Personal Characteristics**

The Education and Community Engagement Coordinator should be:

- Action-oriented and a doer
- 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
- Positive attitude

### **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](mailto: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.**