



Temporary Event Coordinator

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated on-site Temporary Event Coordinator to support the Director of Special Events.

FLSA Status: Part-Time - Temporary, Non-exempt
Salary: \$22.50 per hour

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 non-profit 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.

Updated on November 11, 2024



Basic Function

Reporting to the Director of Special Events, this on-site position will play a key role in supporting the planning and execution of several high-profile events, including the Center's highly anticipated Annual Anniversary Gala on March 8, 2025. The ideal candidate will have experience in event coordination, logistics management, and client relations, with a keen eye for detail and a proactive approach to problem-solving.

This is a part-time, temporary position running from December 2024 through April 2025, with a schedule that includes weekends and evening hours to accommodate the timing of events.

Responsibilities

Event Coordination & Logistics:

- Assist in the planning and execution of multiple special events, including the Annual Anniversary Gala and various events associated with performances at the Center.
- Coordinate event logistics, including but not limited to venue setup, guest management, operations, and equipment needs.
- Work closely with internal teams and vendors to ensure all aspects of each event are seamlessly executed.
- Support event registration and RSVP management, including tracking attendance, guest confirmations, and follow-up communications.
- Monitor food and beverage requirements for events, liaising with catering teams to ensure all specifications are met.

Administrative Support:

- Provide administrative support to the Director of Special Events, including scheduling meetings, managing event timelines, and maintaining event-related documentation.
- Assist with the preparation of event materials, such as guest lists, signage, programs, and seating arrangements.

Updated on November 11, 2024

Client Relations & Communication:

- Act as a point of contact for event participants, sponsors, and vendors, ensuring clear and professional communication throughout the planning process.
- Collaborate with the Development team to maintain relationships with key donors, sponsors, and VIP guests.
- Provide excellent customer service during events, ensuring that all guests have a positive and memorable experience.

Ideal Experience

- Minimum of 2 years of experience in event planning, hospitality, or a related field.
- Prior experience working with high-profile events, preferably in the arts, nonprofit, or entertainment sectors, is highly desirable.
- Exceptional organizational skills and attention to detail.
- Ability to handle multiple tasks simultaneously in a fast-paced environment.
- Strong communication skills, both written and verbal, with the ability to interact with diverse audiences, including donors, sponsors, and high-level executives.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); familiarity with event management software (e.g., Eventbrite, Cvent) is a plus.
- Knowledge of food and beverage coordination for large events is a plus.

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

Personal Characteristics

- Self-starter with the ability to take initiative and work independently.
- Strong problem-solving skills and the ability to think on your feet.
- Highly professional and dependable, with a commitment to delivering excellent service under pressure.
- Ability to adapt to changing priorities and deadlines, particularly during event timelines.

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 25 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:

To apply for the Temporary Event Coordinator position, send an email to **resumes@arshtcenter.org**. In the subject line, include **Temporary Event Coordinator Search**. Attach a brief cover letter that highlights your relevant experience and explains why you are interested in this role.

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 believes in the importance of having a diverse group of individuals both onstage and off.