

## Legal Arsht Interns Program

### Program Responsibilities

The legal intern will assist the Adrienne Arsht Center's legal department, which covers a wide range of legal matters relating to Arsht programming, advancement, media and special projects/assignments. The Arsht also offers organization-wide intern information, training and networking sessions designed to provide a broader view of work at a nonprofit cultural organization.

The legal intern will assist with:

- Legal research, drafting and reviewing contracts.
- Implementing and researching
  - Copyright Law
  - Trademark Law
  - Labor and employment Law
  - Media Law
  - Not-for-profit Governance
  - Real Estate Law
  - Litigation Law
  - Legislative Matters
- Creating legal memos.

### Program Requirements

- Applicants must be accepted or attending law school during the internship and have a demonstrated interest in the media and entertainment industry.

- JD candidates and LLM students are welcome to apply.
- Must be at least 18 years old (prior to starting the internship).
- Strong research and analytical skills.
- Ability to organize and prioritize multiple projects.
- Proficiency in Microsoft Office Products.
- Familiar with Westlaw and LexisNexis.
- Strong written, verbal and interpersonal communication skills.
- Strong interest in the arts/arts management/entertainment.
- Must be willing to learn and be able to work independently.
- Minimum 15 hours up to 24 hours of availability weekly.

*Students on academic probation/suspension are ineligible to participate in the Internship Program.*

### **Job Type**

Internship

### **Work Location**

In person

### **Schedule**

Dayshift, some night shifts 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**

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami's

unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city's cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [ArshtCenter.org](https://www.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.**