



Arsht Center Paid Internship Human Resources Intern Program

Program Responsibilities

We are seeking an enthusiastic HR Intern to join our internship team and provide invaluable support to our Internship Program. As an HR Intern, you'll perform a variety of administrative tasks, including updating the Intern alumni records, screening resumes, and scheduling interviews. This internship offers an excellent opportunity to gain firsthand experience in HR operations and insight into our company's approach to recruiting, and employee development. Additionally, you'll have the chance to gain exposure to different facets of HR management.

The HR Intern will assist with:

- Day-to-Day Operations:
 - Assist with the daily functions and duties of the Intern Program.
- Updating Intern & Intern Alumni Records:
 - Maintain accurate employee databases by adding new employee information, including contact details and employment forms. (both hard copies and digital files).
- Intern Projects:
 - Coordinate, organize and execute Intern related projects, including meetings, workshops, and evaluations.
- Intern Communication:
 - Act as a liaison between Interns, Program Specialists and Intern's supervisors ensuring smooth communication and prompt resolution of requests and questions.
- Scheduling Interviews:
 - Coordinate interview schedules for Internship applicants.
- Research: Company Culture: Understand the organization's culture, values, and mission.
- Industry Trends:
 - Research industry-specific trends, best practices, and innovations.
- Training Needs Assessment:
 - Identify training gaps and recommend relevant programs.
- Learning Platforms:
 - Research e-learning platforms and training resources.



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Program Requirements

- Must be at least 18 years old (prior to starting the internship)
- Fully computer literate including Microsoft Word, Excel, PowerPoint: 1 year (Preferred)
- Strong attention to detail is critical.
- Ability to work independently and remain calm under pressure.
- Efficiently manage multiple administrative tasks.
- Effective communication to interact with interns and supervisors.
- Interest in HR: A desire to learn about HR processes and functions.
- Collaborate with colleagues and contribute to team goals.
- Available a minimum 15 hours up to 24 hours weekly.
- Must be able to work some evenings and weekends.
- Strong interest in the arts.
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Job Type

- Internship

Work Location

- In person

Schedule

- Dayshift, some evenings and weekends

Ability to commute/relocate

- This internship is located in Miami, FL 33132
- Reliable method of transportation or planning to relocate before starting work is 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.



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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.