

Manager, Education

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Manager, Education to support the Director, Education.

FLSA Status: Full-time, 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.

Basic Function

The Manager of Education is responsible for administering, managing, and implementing a diverse range of Arsht Education programs to connect students, adult learners, and guests of all ages and backgrounds to the arts education experiences of the Adrienne Arsht Center.

Responsibilities

The following are examples of the various responsibilities required. The job requirements are not limited to items on this list.

- Builds relationships with teachers, teaching artists, school administrators to promote and execute Education programs at school sites and on the Arsht Center campus
- Serves as the administrative and logistics lead for the Arsht Education programs, including planning and organizing in advance of events and productions, including but not limited to student performances, student/teacher residencies, teacher professional development sessions, master classes and workshops
- Maintains and manage the Education calendar using Ungerboeck Event Management software in coordination with the Arsht programming team to meet the needs of the Education department
- Works closely with Production, Operations, Box Office, Public Relations, Marketing and the Development department as well as artists and outside entities to fulfill Education programs expectations
- Implements tools/surveys (both quantitative and qualitative) to gather Education program statistics for all Education program activities
- Generates reports as needed through Tessitura software for Education Program reports on a quarterly basis
- Submitting and tracking all approved payment, wire transfers and check requests to Finance Department
- Prepares post event reports at the conclusion of each event
- Supports the Director of Education in research and preparing written information for educational materials, applications, and final reports.
- Supports the Director of Education in preparing, and tracking all contracts for artists, teaching artists, Education Arts Partners, and vendors
- Works collaboratively with the Director, VP, and other departments to successfully implement the Arsht Student Ambassador program
- Other duties as assigned.

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

Ideal Experience

- A Bachelor's degree or higher in theatre, music, dance, education, or arts management.
- Minimum 3 years of progressive experience in arts education or education fields.
- Bilingual in English/Spanish or English/Kreyol preferred

- Mastered clerical and administrative procedures and systems such as Microsoft Office Suite and Adobe Acrobat.
- Managing digital files and records, designing forms and other office procedures as needed
- Understands a collaborative, team-oriented style
- Ability to effectively multi-task and establish priorities
- Experience in the performing arts business, theater and or other arts administration areas

Personal Characteristics

The Manager, Education 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 young 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, with Manager, Education 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 of