

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
- Drafting legal memos
- Arsht Center's visual arts program and other special projects.

Program Requirements

- Applicants must be 3L or LLM students and attending law school during the internship. Preference will be for candidates who have a demonstrated interest in the media and entertainment industry. Due to the scheduling demands of the internship, 1L and 2L students are ineligible for the program.
- 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 20 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

Day shift, some nights and weekends

Must be available for the entirety of the 14-week program

Must be available to come in from 9-5 every Wednesday

Ability to commute/relocate

Miami, FL 33132

Reliable method of transportation or planning to relocate before starting work (required)

Salary

\$16.00 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



Adrienne Arsht Center for the Performing Arts
1300 Biscayne Boulevard, Miami FL 33132
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**in the importance of having a diverse group of individuals
represented both onstage and off.**