Community Engagement Coordinator

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Community Engagement Coordinator to support the Arsht Impact Community Engagement Department.

FLSA Status**:** Full-time, Non-Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Since opening in 2006 in the heart of downtown, 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.

The Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the Miami's cultural transformation, producing more than 400 annual events that generate 11,500 local jobs and $125 million in economic impact. The Arsht is home to a robust series of touring Broadway musicals, star-studded jazz and classical music concerts curated for South Florida, an award-winning Miami-based theater program and numerous historic and televised events. Free annual Arsht events, such as Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration bring together people from all corners of our community. For more information, visit ArshtCenter.org.

Basic Function

The Community Engagement Coordinator is responsible for supporting the planning, coordination, and implementation of community engagement programs and partnerships that connect Miami-Dade County's diverse communities to the performing arts experiences of the Adrienne Arsht Center. Reporting to the Director of Community Engagement, the Coordinator works closely with local arts organizations, community partners, cultural institutions, teaching artists, civic leaders, and government entities to

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expand access to the arts, strengthen community relationships, and support meaningful arts experiences throughout Miami-Dade County.

Responsibilities

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

- Coordinates community engagement programs, events, workshops, performances, and collaborative initiatives at the Arsht Center and throughout Miami-Dade County.
- Builds and maintains positive working relationships with local arts organizations, community centers, nonprofit organizations, cultural institutions, neighborhood groups, and civic partners.
- Supports outreach and coordination with local government offices, elected officials, municipal agencies, and other civic stakeholders to advance community engagement initiatives.
- Serves as the logistics liaison between the Arsht Center and community partners, coordinating program schedules, meetings, venue and vendor arrangements, participant communications, program requirements, on-site execution, and follow-up.
- Coordinates the advance needs of local artists, performers, and teaching artists, including schedules, technical requirements, hospitality, transportation, and other logistical arrangements.
- Coordinates and plans program logistics, including event calendars, venue coordination, vendor arrangements, participant communications, on-site execution, and post-event follow-up.
- Works collaboratively with Programming, Production, Operations, Marketing, Public Relations, Development, and other departments to ensure appropriate spaces, staff and equipment needs are planned for, requested and in place for all programs.
- Maintains and updates accurate records of community partners, artist engagements, program activities, attendance, budgets, contracts, and program outcomes.
- Assists with identifying prospective community partners, local artists, neighborhood initiatives, and opportunities for meaningful engagement throughout Miami-Dade County.

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- Supports program evaluation, reporting, and documentation to measure participation, partnership effectiveness, and community impact.
- Performs administrative duties, including scheduling, correspondence, invoice processing, purchase requests, and coordination of multiple off-site Arsht Center Community Engagement programs with competing deadlines.
- This position will require nights and weekends.
- Other duties as assigned.

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

Ideal Experience

- Bachelor's degree or higher in arts management, performing arts, community engagement, public administration, communications, event management, or a related field.
- Minimum of two years of relevant experience in community engagement, arts administration, cultural programming, nonprofit organizations, event coordination, or a related field.
- Demonstrated experience working with community organizations, arts groups, nonprofit partners, cultural institutions, and civic or government entities.
- Knowledge of Miami-Dade County's diverse communities, cultural landscape, local arts organizations, civic structures, and neighborhood networks.
- Experience coordinating community-based programs, public events, artist engagements, and collaborative initiatives from planning through execution.
- Familiarity with advancing local artist and teaching artist needs, including scheduling, contracts, technical requirements, hospitality, and event logistics.
- Strong administrative and project coordination skills, including calendar management, correspondence, recordkeeping, contract tracking, payment processing, and managing multiple deadlines.
- Proven ability to manage competing priorities and deliver high-quality work in a fast-paced, deadline-driven environment.

- Strong written, verbal, and interpersonal communication skills, with experience engaging diverse community stakeholders and working across departments.
- Proficiency in Microsoft Office Suite, Adobe Acrobat, and digital administrative systems. Familiarity with Artifax, Tessitura, or similar platforms is desirable.
- Experience in performing arts organizations, cultural institutions, community-based nonprofits, or live-event environments is strongly preferred.
- Bilingual proficiency in English/Spanish or English/Haitian Creole is preferred.

Personal Characteristics

The Community Engagement Coordinator should be:

- Proactive and accountable, taking ownership of assignments and ensuring timely, successful completion.
- Organized and detail-oriented, maintaining accuracy and consistency across multiple responsibilities.
- Resourceful and solutions-focused, anticipating challenges, and taking initiative.
- Adaptable and composed, responding effectively to changing priorities and unexpected circumstances.
- Collaborative and communicative, building trust and positive relationships with colleagues, artists, community partners and stakeholders.
- Culturally aware and community-minded, demonstrating sensitivity to Miami-Dade County's diverse populations, neighborhoods, and cultural traditions.
- Dependable and service-oriented, demonstrating professionalism, responsiveness, and a commitment to positive experiences for artists, partners, and community participants.
- Passionate about the arts and community engagement, with a commitment to accessibility, and building partnerships.

Compensation and Benefits

The salary range for this position is $45,000 - $48,000.

We also offer comprehensive benefits packages, professional development opportunities, and a supportive workplace culture dedicated to the performing arts and community impact. At the Arsht, we prioritize the well-being and growth of our team

members, ensuring they have the resources and support needed to excel in their roles and contribute meaningfully to our mission.

The Arsht embraces equity and diversity and is committed to a workplace that is enriched by the people, needs, and desires of our diverse community.

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 Community Engagement Coordinator 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 off.