Manager of Education

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

FLSA Status**:** Full-time, 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

Reporting to the Director of Education, the Manager of Education is responsible for the day-to-day management, administration, and execution of Arsht Education Impact programs, ensuring high quality-arts education experiences at the Arsht Center and in schools throughout Miami-Dade County. The Manager oversees program logistics, schedules, and implementation; coordinates with artists, educators, school administrators and internal departments; and cultivates strong relationships with public,

private and other educational institutions to support program delivery and expand access to the performing arts for students.

Responsibilities

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

- Builds and manages partner relationship with Miami-Dade County Public Schools, private schools, parochial schools, teachers, teaching artists, community partners and stakeholders to advance Arsht Education Impact initiatives, resolve program challenges and ensure alignment with program for all Arsht Center Education programs.
- Manages the planning and delivery of all logistical and third party advancing of Arsht Education programs, overseeing advance planning, scheduling, coordination, and on-site execution of student performances, student and teacher residencies, professional development sessions, master classes, workshops, and other educational activities.
- Oversees and implements comprehensive event logistics across the Arsht Center working with and across multiple departments to include space reservations, event schedules, transportation arrangements, hospitality needs, catering, equipment requirements, guest accommodations and other operational details necessary for successful program delivery.
- Directly manages relationships with all third-party vendors such as transportation providers and hospitality partners to ensure expenses for these services come in at budget or below for all Education programs.
- Responsible for ensuring expenses for artist services, transportation, hospitality, accommodations and are budgeted appropriately and come in at or below budget.
- Manages teaching artists and administrative summer staff schedules as well as any off-site visits to support the Director of Education in evaluation of programs.
- Develops and maintains detailed event timelines, itineraries, schedules, checklists, and logistical plans, ensuring that all participating departments, artists, vendors, and stakeholders have accurate and timely information.
- Maintains, and manages the Education calendar using Artifax Event Management software, coordinating closely with the Programming team and other

departments to ensure appropriate scheduling, space utilization, and alignment with organizational activities.
- Collaborates closely with Production, Operations, Box Office, Public Relations, Marketing, Development, and other departments to manage program requirements, anticipate operational needs, and ensure successful execution of educational activities.
- Provides administrative support to the Director of Education, including scheduling, correspondence, documentation preparation, recordkeeping, data management and tracking departmental projects and deadlines.
- Assists the Director of Education with tracking and organization of contracts and agreements for artists, Education partners and vendors.
- Manages the workflow of invoicing, vendor, artists, and teaching artists payments in coordination with the Director of Education and Finance Department, ensuring accurate documentation and timely processing.
- Implements quantitative and qualitative evaluation tools, including surveys and feedback mechanisms, to collect participation data, measure program outcomes and support departmental reporting.
- Manages multiple programs and competing deadlines simultaneously, adjusting priorities as needed while maintaining a high level of accuracy, responsiveness, and professionalism.

Ideal Experience

- Bachelor's degree or higher in theatre, music, dance, education, arts management, event management, or a related field.
- Minimum of three years of relevant experience in arts education, program administration, performing arts, event coordination, or a related field.
- Demonstrated experience managing event logistics from planning through day-of execution, including scheduling, vendor coordination, on-site operations, and follow-up.
- Management experience with external vendors and services, including transportation, hospitality, catering, and accommodations.

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- Strong administrative and project management skills, including calendar management, 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 working across departments and with diverse stakeholders.
- 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, educational organizations, or live-event environments is strongly preferred.
- Bilingual proficiency in English/Spanish or English/Haitian Creole is preferred

Personal Characteristics

The Manager of Education should demonstrate:

- Independent and Sound Judgment: Exercises good judgment to identify challenges, assess operational risks, and make informed decisions.
- Proactive and Resourceful: Anticipates challenges, develops solutions independently, and adapts to changing circumstances with minimal direction.
- Strong Relationship Builder: Develops and maintains productive relationships with external partners, stakeholders, and internal teams.
- Collaborative and Team-Oriented: Works effectively across departments, fostering coordination, communication, and shared accountability.
- Adaptable and Flexible: Thrives in a fast-paced environment, effectively managing competing priorities and changing schedules.
- Execution and Accountability: Takes ownership of programs and projects, ensuring timely execution, consistent follow-through, and high-quality results.
- Professionalism and Emotional Intelligence: Demonstrates maturity, discretion, diplomacy, and composure when navigating sensitive situations and working with diverse stakeholders.

Compensation and Benefits

The salary range for this position is $62,000 - $64,000.

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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 Manager of Education on 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.