



Director of Education

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Director of Education support the Executive Producer & Dorothea Green Chair Education and Community Engagement.

FLSA Status: Full Time, Exempt

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.

Basic Function

Reporting to the Assistant Vice President, Education and Community Engagement, the Director, Education is responsible for managing and implementing the education strategy through a variety of diverse programs for the Performing Arts Center. The Director will be responsible for the Day-to-Day implementation and oversight of specific Education and programs including budgeting and supervision of Education Interns. The Director will also be responsible for the ongoing analysis of all existing programs and initiatives as well as supporting the Manager, Education in the development of new and innovative programs that meet the needs of the County’s diverse audiences. Program development, community engagement and cultural diversity are key skills for the successful candidate.

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Responsibilities

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

- Coordinate logistics across multiple departments (such as Programming, Production, Advancement, Box Office, Operations, and Marketing) to advance Education, Community Engagement and Family program needs.
- Maintain department databases of statistics for all Education programs,
- Maintain and update content on Education webpage.
- Program management of assigned education and engagement activities for children, youth and adults and direct responsibility of any staff or other resources assigned to those programs/events.
- Implement meetings, surveys, and other ways for communicating with and receiving feedback from students, teachers and community members about Arsht Center education programs.
- Prepare monthly reports on all activities related to Education programs.
- Work closely with the Resident companies, Arts Partners, regular and occasional user groups and the Center's staff and stakeholders to ensure the most effective educational outcomes for all programming.
- Maintain a positive and collaborative association with Miami-Dade County Schools and other educational authorities and suppliers of educational services to enhance the arts education experience of all students and teachers in Miami-Dade County. Advance, schedule, and implement education and engagement programs at the Center, classrooms and throughout Miami-Dade County.
- Contribute to the development of the Center's diverse community relations with specific reference to educational areas.
- Actively participate in the development of budgets and other resources.
- Work evening and weekends as needed to manage Education, Programs at the Arsht Center campus and throughout the community.
- Other duties as needed.

Ideal Experience

- A Bachelor's degree or higher in education, arts education or a related field in the performing arts.

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- A keen understanding of performing arts education policy and best practices at the State and National level.
- A proven record of accomplishment spanning at least 5 years working in the field of multi- disciplinary arts education.
- Strong management skills and experience working in large and complex cultural institutions.
- Significant experience in working with performing artists in the development and presentation of performances and professional development experiences.
- Strong verbal and written communication skills, including public speaking and presentation skills.
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Advanced computer skills including knowledge of MS Professional Office and Outlook.
- Understanding of how schools and school districts operate.
- Experience in working with and training teaching artists and the development of meaningful professional development opportunities for artists, and teachers.
- Experience and success in working in partnership with community organizations.
- Ability to work well with a diverse group of staff, volunteers and community members.
- Bilingual preferred.
- Experience in marketing educational programs to schools, community organizations and the general public.
- Knowledge of Miami-Dade County arts and culture and government organizations and political savvy as to how the center relates to these entities and the needs of the greater community.
- Understanding of social media and its function for visibility of Arsht Education and Community Programs to the community.
- Understanding of the role of the Adrienne Arsht Center as it relates to South Florida.
- Understanding of how to function effectively in a multi-ethnic work environment and community.
- Understanding of collaborative, team-oriented leadership style.
- Ability to think strategically Ability to effectively multi-task and to establish priorities.
- Candidate must be able to pass a background check

Personal Characteristics

The Director of Education should be:

- Action-oriented; a doer

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- Proactive
- Affable, easy to get to know
- Determined and persistent
- Resourceful
- Highly energetic
- Dedicated to accomplishing the organization's goals

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 – 40 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Director of 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 off.

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