

## **Contracts Manager, Programming**

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

FLSA Status: Full-time, Exempt

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

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 non-profit 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](http://arshtcenter.org).

### **Basic Function**

The Contracts Manager, Programming will provide specific support throughout the contracting process for all Programming Department events including rental events. Contracts Manager, Programming will ensure contracts are completed on a timely basis, accurately reflect engagement terms, include updated Arsht policy, and are consistent across events. General support will also be expected by assisting with rental inquiries and events, invoicing, proactively engaging across departments, providing support and

coordination in event and departmental administration, and programming department related duties as directed by the Senior Director, Programming.

### **Responsibilities**

- Manages and administers performance agreements with artist representatives, presenting partners, Resident Companies, and rental clients from contract creation, review through contract execution
- Manages contract timelines and reporting
- Working with Programming Assistant, ensures accuracy of venue management calendar
- Reviews and redlines contract riders
- Works with attorney and programming staff to update contract templates
- Drafts event ticket riders
- Assists in keeping internal departments informed
- Ensure all agreed upon contractual obligations are fulfilled by every department
- Prepares, maintains, and distributes documentation and reports for department as needed
- Prioritize workload and expectations to expeditiously complete assigned tasks and meet deadlines
- Works with members of the programming department to create new reports and assess data reported
- Provides general administrative support to the programming department as requested.
- Maintains current and accurate information in departmental and corporate databases including data entry, report generating, and data analysis
- Liaises with internal departments and external contacts as directed by supervisor
- In conjunction with other departments, reviews select marketing and publicity materials for accuracy in advance of distribution.
- Attends events on behalf of the department
- Identifies potential problems and reports to supervisor, recommending solutions wherever possible
- Performs other duties related to programming and rental needs as assigned by the Senior Director, Programming

### **Ideal Experience**

- A strong interest in arts management, event management, or event production.
- A minimum 3 years of relevant experience in the performing arts or event management fields. Relevant experience as an intern or rigorous school setting is applicable
- A minimum of 2 years relevant experience managing contracts
- A Bachelor's degree from an accredited institution of higher education

- Ability to effectively multi-task and meet deadlines
- Strong administrative skills
- Strong electronic organizational skills
- High degree of comfort reading and writing contract language and understand the intent of contract language
- Fully computer literate, including Microsoft Word, Excel and Outlook
- Ability to excel while working both independently and collaboratively
- Understanding of the sensitive nature and confidentiality of contract terms and conditions
- Understanding of how to function effectively in a multi-ethnic work environment and community
- Understanding of collaborative, team-oriented leadership style
- Fluency in English (reading, writing and speaking) is required
- Bilingual in English/Spanish is a plus

### **Personal Characteristics**

The Contracts Manager, Programming should be:

- Detail-oriented
- Collaborative
- Affable
- Professional in demeanor
- Discreet
- 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 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](mailto:resumes@arshtcenter.org), with Contracts Manager, Programming 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.**