

Human Resources and Finance Assistant

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced and highly motivated Human Resources and Finance Assistant to support Vice President, Human Resources.

FLSA Status: Full Time, Non-Exempt

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

Set in the heart of downtown Miami and designed by world-renowned architect Cesar Pelli, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is one of the world's leading performing arts organizations and venues. Spotlighting legends and serving as a launch pad for local artists to make their mark on the international stage, the Center presents nearly 500 events each year across its eight flexible, state-of-the-art performance spaces. The Center programs 12 signature series, including the largest jazz series in South Florida, the biggest flamenco festival on the East Coast, and a robust program of new theatrical works as well as free programming for the community and an arts education program that serves nearly 30,000 children each year. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has emerged as a leader in presenting innovative programming that mirrors South Florida's diversity as well as a catalyst for billions of dollars in new development in the downtown area. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Thomson Plaza for the Arts outdoor performance space.

The Adrienne Arsht Center is proud to be home to three artistic resident partners:

- Florida Grand Opera: formed in 1994 by the merger of Greater Miami Opera and The Opera Guild Inc. of Fort Lauderdale FGO stands as one of the oldest performing arts organizations in Florida. It combines a rich history of presenting internationally-acclaimed artists, lesser known operas by great composers as well as commissions of works of living composers.
- Miami City Ballet: is among the largest ballet companies in the country. Since 1986, MCB has toured more than 100 U.S. cities, Europe, Great Britain, South America, Central America, and Israel. MCB currently performs in four counties in Florida with an active repertoire of 98 ballets.
- New World Symphony, America's Orchestral Academy: prepares graduates for leadership position in orchestras and ensembles around the world. Since its inaugural concert in 1988 NWS has performed around the globe.

Basic Function

Under supervision, the Human Resources and Finance Assistant provides support to Vice President, Human Resources, Vice President, Finance and Administration and Director, Human Resources on all employee matters. Further assists VP, Finance and Administration with Finance and Audit committee meetings.

Responsibilities

- Assists the human resources department in carrying out human resource programs and procedures for employees and interns.
- Assists in administration of Arsht Center compensation program; helps monitor performance appraisal process.
- Participates in the benefits administration to include claims resolution, change reporting and processing invoices for payment.
- Participates in recruitment efforts; helps coordinate the use of temporary employees.
- Conducts new-employee orientations, background checks and reference checks.
- Maintains employee, Worker's Compensation and contract records.
- Assists in the exit interview process.
- Assists in organizational training and development.
- Maintains HRIS records and compiles reports from the database as needed
- Participates in staff meetings.
- Helps maintain company organization charts and directory.
- Manages complex business calendar for two Vice Presidents and human resources department. Stays updated on priorities on a daily basis.
- Provide current agendas and presentation documents for Finance and Audit committee meetings. Transcribes minutes.
- Arranges meeting logistics.
- Assist in the coordination of interview schedules, create offer and rejection letters.
- Arrange travel (primarily domestic) and handles expense reports.
- Maintains departmental correspondence.
- Establish and maintain departmental filing system.
- Manage timely flow of authorization process.
- Performs other related duties as required and assigned.

Ideal Experience

- Bachelor's degree or equivalent experience.
- One to three years' experience in a fast paced human resources department.
- Advanced MSOffice and Internet skills.

- Excellent problem solving and organizational abilities.
- Ability to handle multiple tasks, projects, priorities and tight deadlines simultaneously while maintaining quality and attention to detail.
- Ability to handle confidential matters discretely and ethically.
- Excellent interpersonal and communication skills (written and verbal.)
- Strong follow-through, negotiation skills, conflict management and problem solving skills
- Ability to transcribe information from tape-recorded sources.
- Strong sense of urgency, adaptability, flexibility and resourcefulness.
- Ability to manage projects.
- Ability to quickly absorb new information, retain, apply and anticipate.

Competencies

- Human resources capacity
- Customer/Client focus
- High degree of integrity, ethical conduct
- Personal effectiveness/credibility

Personal Characteristics

The Human Resources and Finance Assistant should be:

- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent, highly energetic and motivated
- Dedicated to accomplishing the organization's goals and serving the business strategies.

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:

Human Resources and Finance Assistant
The Adrienne Arsht Center
1300 Biscayne Boulevard
Miami, FL 33132
Attention: Trish Brennan, Vice President, Human Resources

Email: resumes@arshtcenter.org, with Human Resources and Finance Assistant search in the title line.

The Adrienne Arsht Center is an Equal Opportunity Employer