



Position Description

Title:	Resident Director (3 positions available) Housing Director (1 position available)
Department:	Student Services
Location:	Santa Barbara, CA
Status:	Seasonal, Full-time, Non-Exempt
Dates:	May 31 to August 8, 2023

Position Summary

The Music Academy is recruiting for its 2023 Summer Music School & Festival in multiple departments. The Residence Life team is a dynamic group which manages the residence life program for 140 fellows and summer administration during the Academy's Summer School and Festival. The team is comprised of one Housing Director (HD) and three Resident Directors (RDs). They are integral to the fellow experience on the residential campus, helping to shape a positive, inclusive, safe, and supportive campus culture. This is a summer "live-in" position with an on-call rotation, approximately four to five days per week. This position reports to the Director of Student Services & Alumni Programs. This is an excellent opportunity for those with a passion for student life and residential campus programming.

Position Responsibilities

- Responsibilities vary according to specific position. Please see [our website](#) for individual detailed job descriptions for positions.
- Foster an inclusive, safe, and supportive environment for all Academy residents.
- Oversee the community, programming, and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Be available to all Academy residents to address their questions and concerns.
- Facilitate fellow Arrivals Week, Orientation Weekend, and Departure Weekend.
- Lead Fellow Orientation presentation regarding campus culture, policies, procedures, and opportunities for social programming.
- Participate in weekly Residence Life Team meetings and facilities meetings led by the Director of Student Services and Alumni Programs.
- Perform daytime and evening rounds of the residential campus.
- Manage weekly social events which promote the "Live Well, Perform Well" brand for Academy Student Services. At least one RD is present at each organized social event.

- Manage on-duty staff coverage of campus lounge providing supervision for 4-5 hours each evening 2-3 nights per week. Weekend lounge coverage requires two RDs on-duty.
- Staff the residence life office one hour daily when on duty.
- Serve as point person for administration, fellows, and bus driver questions regarding Academy bus transportation service between Academy campuses and venues.
- Submit maintenance requests to the Housing Director.
- Support campus policies and address violations. Situations that may require response and/or intervention include (but are not limited to):
 - Medical emergency
 - Non-emergency illness
 - Mental health
 - Harassment
 - Disruptive or harmful behavior
 - Activities that impair the peace of other residents
 - Smoking violations
 - Illegal or abusive use of alcohol or controlled substances
- Take appropriate action in cases of medical emergencies, either assisting fellow(s) to a medical facility by Academy vehicle or securing an ambulance. Emergency protocol guidelines will be supplied by the Academy.
- Assist with implementing and enforcing COVID safety protocols as needed.
- Other duties as assigned.

Candidate Profile

The Music Academy values colleagues with diverse perspectives who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The ideal candidate will demonstrate some, if not all:

- Passion for student life and residential campus programming.
- Ability to mentor student leaders.
- Excellent organizational, interpersonal, supervisory, and communication skills.
- Excellent critical thinking and conflict-resolution skills.
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules.
- Bachelor's degree.
- Previous residence life, campus leadership, or festival experience a plus.

Additional Requirements

- At least one RD is on campus at all times during the Summer Festival. While on duty, RDs may leave the residential campus for Academy-related meetings/errands only, provided they are no more than 15 minutes away.
- At least 21 years of age.

- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle.
- All administration, teaching artists, and fellows on campus must provide proof of COVID vaccination.

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$18 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing and meals are included during the summer residency for those not based in the Santa Barbara area. Lunch is provided on the Miraflores campus Monday-Friday for those not on the residential meal plan. Complimentary tickets are offered when available. The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.

Application Process

Visit [our website](#) for detailed descriptions of each position available. Please email a letter of interest and current resume to hr@musicacademy.org using the subject header **MA Resident Director** or **MA Housing Director**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment and we value each employee's unique experiences and perspectives.

About the Music Academy

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. We give artists the tools they need to become not just great musicians but great leaders. With the sun shining brightly on possibility and potential, we unleash the creators who will reimagine the future of classical music. We catalyze the change that will propel classically trained musicians boldly forward.

The Music Academy's year round programs are: an annual Summer Festival for 136 fellows with more than 120 performances and events, Solo Piano, Duo, Fast Pitch, and Marilyn Horne Song Competitions; the Keston MAX partnership with the London Symphony Orchestra; the Innovation Institute's Alumni Enterprise Awards; a new Mariposa Series of concerts by Academy-affiliated artists, and *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners.

For more information, visit musicacademy.org.