



Position Description

Position Title: Artist Liaison (Up To 2 Positions Available)
Department: Artistic Operations
Location: Santa Barbara, CA
Status: Seasonal, Full-Time, Non-Exempt
Employment Period: Monday, June 6 through Monday, August 8, 2022

Position Description

The Artist Liaison supports the needs of all guest artists and conductors during the Summer School and Festival. The Artist Liaison also works directly with faculty artists and Music Academy administration and reports to the Director of Artistic Operations.

Position Responsibilities

- Communicate with guest artist management, including creation and coordination of artist itineraries and welcome packets
- Work with Housing and Rental Coordinator to confirm housing accommodations and rental cars for guest artists
- Arrange all transportation for guest artists, including driving a personal or Music Academy vehicle
- Serve as primary artist contact during residencies, including being on call nights and weekends as needed
- Plan, confirm, and facilitate artist dinners or donor events in conjunction with members of the Music Academy Advancement team
- Coordinate meeting/rehearsal times between conductors and soloists
- Work with the Artistic Operations Coordinator to arrange practice and/or dressing room facilities
- Assist in fulfilling artist riders provided by artist management, including backstage support and hospitality
- Assist the Artistic Operations department with other duties

Candidate Profile

The Music Academy of the West seeks to hire candidates 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.

Note that the Music Academy looks to fill up to two Artist Liaison positions. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

The ideal candidate will demonstrate some, if not all, of the following:

- Background in classical music, music education, or music administration
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor, especially with high profile personnel
- Valid driver's license and clean driving record
- Previous summer festival experience

Additional Requirements

- Some nights and weekends,, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- All administration, faculty, 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. Housing and meals are included during the employment period.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Artist Liaison**. PDF format only. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West

Music Academy of the West is a performance-based training center and incubator that empowers musicians to positively impact society. The Academy welcomes everyone from across all generations, cultures, and backgrounds to experience the transformative power of music. Based in Santa Barbara, California, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained fellows ages 18 to 34. They study and perform with more than 50 exceptional faculty and teaching artists, while forging close connections with the community. The Academy's commitment to long-term collaborations and exchanges with leading orchestras and opera companies results in unparalleled mentorship and career-advancing prospects. The Innovation Institute spearheads entrepreneurial training and ventures through seminars, residencies, and the Alumni Enterprise Awards, substantial grants given annually for a wide range of creative projects. Launched in 2018, *Sing!*, a free, after-school choral program for local elementary students inspires personal growth and

expression. For more information, please visit musicacademy.org.