



## Position Description

**Position Title:** Artistic Program Coordinator (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 Artistic Program Coordinator (APC) works closely with the Music Academy administration, faculty, and fellows to produce public and non-public events, manage masterclass assignments, manage room scheduling in ArtsVision, schedule instructional and performance activities, and collect and distribute program information for all events. The APC reports to the Director of Artistic Operations.

### Position Responsibilities

- Communicate with fellows and faculty regarding logistics for artistic events
- Collect information, prepare, distribute, and approve final edits for printed programs for public events including masterclasses, competitions, and performances
- Proctor Music Academy auditions and competitions
- Assist with backstage concert duty for on-site concerts and masterclasses as needed
- Assist Artistic Operations Coordinator in maintaining the master schedule throughout the summer:
  - Manage faculty and fellow schedule change requests
  - Work with faculty to manage collaborative pianist schedules for lessons, rehearsals, and masterclasses
  - Coordinate concert, audition, and/or competition warm-up rooms
- Prepare faculty welcome packets
- Assist with occasional Artist Liaison duties, including driving guest artists
- 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 Artistic Program Coordinator 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 music, music education, or music administration
- Knowledge of classical music and instrumental solo and chamber repertoire
- Ability to read music
- 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
- 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](mailto:hr@musicacademy.org), using the subject header **Artistic Program Coordinator**. 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](https://musicacademy.org).