



Position Description

Title: Director of Artistic Operations

Department: Artistic Operations

Location: Santa Barbara, CA

Status: Full-time, Exempt

Position Summary:

The Director of Artistic Operation plays a pivotal role in the Academy's Artistic Operations Department and is responsible for planning and executing the annual 8-week summer festival and other year-round programs. The Director of Artistic Operations reports to the Chief Artistic Officer and supervises a team of 2 year-round and 10-15 summer staff. The Director of Artistic Operations manages critical logistical, organizational, and communications planning. They interact closely with faculty, fellows, guest artists, administration, and members of the community. This role demands a detail-oriented critical thinker, capable of juggling multiple responsibilities, and interfacing with diverse constituencies

Position Responsibilities:

Artistic Administration

- Execute and implement all artistic plans and programs, developed in conjunction with the Chief Artistic Officer, faculty, and visiting artists.
- Manage contracting process; administer contracts and logistics for faculty, guest artists, seasonal staff, and vendors.
- Oversee Keston MAX orchestra residency. Work with Academy partner orchestra(s) to facilitate the annual fellow competition during the summer festival and to arrange and oversee the residency of winning fellow in the home-city of the partner orchestra.
- Work with CAO and CFO to develop budgets and review monthly financial reports.
- Oversee library, instrument, and equipment holdings, including inventory tracking and management, selection and procurement of new materials, maintenance and storage projects, and preparation and distribution of pre-summer materials for faculty and fellows.
- Secure and negotiate rights procurement for all performances including copyright, recording, and broadcast approval.
- Assist with implementing and enforcing COVID safety protocols as needed.

Festival Management & Production

- Create and oversee the content and accuracy of the ArtsVision master calendar, including performer and performance scheduling, personnel contact and scheduling, and repertoire.
- Work with CAO, faculty, and artists to plan summer programming and logistics including casting, extra musicians, rehearsal schedules, equipment needs, etc.
- Hire and manage summer artistic production personnel including Orchestra Personnel

Manager, Librarian(s), Artistic Program Coordinator(s), Artist Liaison(s), Production Managers, Stage Crew, and studio-specific managers.

- Oversee production manager and stage crew in production of all artistic and educational activities.
- Oversee pre-summer orchestra seating and assignment process with summer orchestra personnel manager.
- Oversee pre-summer library work with summer Library personnel.
- Lead weekly production meetings during summer festival.
- Participate in concert and production duty and artist servicing as needed, including airport pick-ups and other artist liaison activities.
- Respond to musician issues and grievances, escalate to CAO and Dean of Students as required.

Cross-Departmental Collaboration

- Work with VP of Innovation & Program Development to execute programs during the summer and throughout the year with the Innovation Institute.
- Work with Institutional Advancement to plan and produce artistic components of fundraising events.
- Work with Marketing and Communications to implement marketing strategies for artistic programs.
- Work with Student Services to create, confirm, and communicate programming, scheduling, and assignments to fellows.
- Work with Finance and Administration to process financial information including invoices, contracts, and budgets.

Other duties may be assigned.

Candidate Profile:

The Music Academy of the West values diverse colleagues 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 ideally demonstrate some, if not all:

- A passion for classical music or other performing arts and a demonstrated commitment to non-profit arts organizations
- At least five years experience in an operational, personnel management, or artistic administration position at a performing arts center, orchestra, festival, or school working with high-level professional classical musicians, including conductors, instrumentalists, directors, and singers
- Facility and extreme attention to detail with database management and scheduling systems, especially ArtsVision
- Knowledge of classical symphonic and opera repertoire and artists

- Production or stage management experience in performing arts organizations or venues
- Superb written and verbal communication skills
- Strong social and interpersonal skills
- Excellent organizational and time management 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

Benefits and Compensation:

This is an exempt, full-time position. Salary is commensurate with experience. We provide a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave, and a 403(b) plan.

Candidates should anticipate both national and international travel as the position requires.

Application Process:

Please email a letter of interest and current resume to hr@musicacademy.org, using the Subject Header **MAW Director of Artistic Operations**. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West 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 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.