



## Position Description

**Title:** Facilities Operations Assistant

**Department:** Buildings & Grounds

**Location:** Santa Barbara, CA

**Status:** Part-time, Non-Exempt

### Position Summary:

The Music Academy seeks a dynamic team member to help support the daily operations and maintenance of our beautiful campus. The ideal candidate will also be someone with a true passion for connecting with people of all ages – from children to seniors – as they will assist staff and visitors with various on-site needs, especially during the 8-week Summer Festival from June 6-August 8. The Facilities Operations Assistant reports to the Director of Facilities.

### Position Responsibilities:

- Provide excellent customer service to visitors, direct patrons to correct buildings for events, and safely direct vehicle drivers to available parking.
- Assist in readiness of performance venues, practice rooms, studios, kitchen, and restrooms: light cleaning/disinfecting, emptying trash/recycling, dusting as needed.
- Assist in event set up including lifting and moving chairs, tables, boxes, décor, and other items.
- Assist with security monitoring and emergency response as needed.
- Complete tasks accurately, thoroughly, and with an eye towards quality, aesthetics, preservation of our historic property, and creating a welcoming and safe environment for our community.
- Assist in daily walk throughs of campus to identify areas in need of repair or cleaning, to report to the Director of Facilities.
- Provide light administrative support including answering phones, photocopying, distributing mail, etc.
- Schedule is approximately 20-25 hours per week, with varying shifts from week to week
- Nights and weekends may be required.

Other duties may be assigned.

### Physical Demands:

The physical demands to successfully perform the essential functions of this job may include being able to: regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls; frequently talk and/or hear; occasionally sit; frequently squat, stoop, or kneel; reach above the head and reach forward; daily use hand strength to grasp tools, supplies and equipment; occasionally climb ladders; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**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 successful candidate will ideally demonstrate some, if not all, of the following:

- A passion for customer service and excellent social and interpersonal skills
- Ability to prioritize tasks and proactively seek new ones.
- Ability to troubleshoot problems and work calmly in stressful situations
- Ability to arrive on time with a positive attitude
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules
- Interest in classical music or performing arts a plus!

**Benefits and Compensation:**

This is a non-exempt, part-time position with flexible hours. Compensation is \$16-18 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits. Free attendance at Music Academy concerts is included.

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

**Application Process:**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the Subject Header **MAW Buildings & Grounds Technician**. 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.

**Music Academy of the West Overview:**

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).