



Position Description

Position Title: Lehrer Vocal Institute Manager
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 Vocal Institute manages the day-to-day operations of the Lehrer Vocal Institute. The Lehrer Vocal Institute Manager acts as the first point of contact and liaison between all voice and vocal piano fellows, Lehrer Vocal Institute faculty, mainstage opera staff, and visiting guest artists. This role is integral in creating and maintaining the Institute's overall schedule. This position reports to the Lehrer Vocal Institute Director of Artistic Operations.

Position Responsibilities

- In coordination with the Director of Artistic Operations, oversee the master schedule for all Lehrer Vocal Institute events
 - Create and manage schedules for rehearsals, performances, masterclasses, lessons and coachings
 - Manage and track faculty and fellow schedule change requests
- Assist in producing the annual Marilyn Horne Song Competition in coordination with the Vice President of Innovation and Program Development
- Assist in producing vocal masterclasses and all non-opera related vocal performances
- Facilitate communication between Lehrer Vocal Institute fellows, faculty, and other Music Academy constituents
- Provide general office support for Lehrer Vocal Institute faculty and fellows
- Attend Lehrer Vocal Institute events as necessary
- Other duties as assigned

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.

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

- Knowledge of classical music production
- Knowledge of vocal repertoire
- Ability to read music

- Experience with theatre audio and lighting
- 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
- 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 **Lehrer Vocal Institute Manager**. 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.