



Employment Opportunity

Position: Artist Liaison (2 positions)
Location: Santa Barbara, CA
Status: Seasonal, Full-time, Non-Exempt
Employment Period: June 10 through August 13, 2019

Position Description

The Artist Liaison works directly with Music Academy guest artists, conductors, and faculty artists during the Summer School and Festival. The position reports to the Senior Director of Festival and Production and also works closely with Music Academy Administration and fellows.

Responsibilities

- Communicate with guest artist management, including creation and coordination of artist schedules/itineraries
- Work with Housing and Rental coordinator to arrange/confirm housing accommodations and rental cars for guest artists
- Arrange all transportation for guest artists, including driving of a Music Academy vehicle
- Prepare printed schedules and welcome packets to be given to artists upon their arrival
- 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 as needed
- Coordinate meeting/rehearsal times between conductors and soloists
- Work with the Venues Manager to arrange any practice time/facilities as needed
- Assist in fulfilling artist riders as provided by artist management
- Assist the Artistic Operations department in 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.

Preferred Qualifications

- Background in music, music education, or music administration
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills
- Excellent critical thinking, strategic planning, and problem solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities

- Positive and professional demeanor
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- Previous summer festival experience

Additional Requirements

Some nights and weekends are required.

Reporting Structure

The Artist Liaison reports to the Senior Director of Festival and Production.

Compensation and Benefits

- Hourly wage of \$12 - \$15 per hour, commensurate to experience
- Private single-room in a shared house
- Seasonal position ineligible for Music Academy benefits except where required by law

Application Process

Please email a letter of interest and current resume by March 15, 2019, to hr@musicacademy.org using a Subject Header of **MAW Artist Liaison**. 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

The Music Academy of the West is among the nation's preeminent summer schools and festivals for gifted young classically trained musicians. At its ocean-side campus in Santa Barbara, the Academy provides these musicians with the opportunity for advanced study and performance under the guidance of internationally renowned faculty artists, guest conductors, and soloists. Admission to the Academy is strictly merit based, and fellows receive full scholarships (tuition, room, and board). The Music Academy of the West cultivates discerning, appreciative, and adventurous audiences, presenting more than 200 public events annually. For more information, visit musicacademy.org