



## Employment Opportunity

Position: Summer Housing Director  
Location: Santa Barbara, CA  
Status: Seasonal, Full-time, Non-Exempt  
Position Dates: June 4 to August 13, 2019

### Position Description

The Housing Director (HD) collaborates with the Resident Directors (RDs) in managing the Academy's residence life program and residential campus under the direction of the Student Services department. The Music Academy provides a residential campus for the 140 fellows (students) who attend the annual Summer School and Festival. The HD is a key member of the Residence Life team, which is also comprised of two RDs and three Resident Assistants (RAs). This is a summer "live-in" position. The HD encourages a positive and supportive community environment at the residential campus through supervising fellow housing facilities, managing the fellow transportation schedule, serving as primary liaison between the residential campus Conference Services department and the Music Academy administration, holding fellows accountable to policies as outlined in the Academy Handbook, and responding to campus emergencies. In addition, the Housing Director will oversee the on-campus lounge in which fellows may enjoy beer/wine during designated evening hours. The HD and RDs will be on duty during onboarding dates and registration/fellow arrival dates (June 4, 5, 6, 7, 10, 12, 14, 15) and during the fellow departures and campus move-out dates (August 11, 12, 13).

### Responsibilities

- Collaborate with RDs in managing fellow move-in and move-out procedures, including posting room assignments, assisting fellows to/from rooms, and managing room inspection reports.
- Staff the Academy's Residence Life office on campus several hours daily Monday-Friday, and occasional weekend hours, coordinating with RDs to ensure daily coverage of the campus
- Manage staff coverage of campus lounge during hours of alcohol service, providing supervision 2-3 nights per week from approximately 8 pm – 1 am.
- Lead presentations at various fellow meetings, including Fellow Orientation at which HD provides a comprehensive overview regarding campus policies and logistics.
- Coordinate weekly Residence Life team meetings attended by HD, RDs, RAs, Conference Services Director, and led by the Student Services Manager; facilitate regular discussion and clear communication of relevant information regarding all residential campus logistics and dynamics. Topics to be discussed include social events, facilities, campus policies, and fellow concerns or inquiries.

- Conduct weekly one-on-one meetings with the Student Services Manager and Dean to provide up-to-date and detailed residential campus reports regarding activities, incident reports, facilities, and resolution plan/status of any campus issue.
- Serve as primary liaison to residential campus Conference and Event Services staff, ensuring open communication and dialogue in order to address and resolve facilities issues.
- Submit Facilities maintenance requests on a weekly basis to Conference and Event Services.
- Oversee management of all residential life event programming and supplies, including budget management and weekly event financial reports.
- Oversee weekly fellow transportation bus/shuttle schedule, including shuttle driving as needed.
- Foster a safe and secure environment through the enforcement of policy/protocol.
- Implement initiatives supporting Academy and housing objectives.
- Serve as a liaison for crisis situations at the residential campus, including providing resource referrals for those affected by emergencies and serving as an information source for administration and fellows.
- Refer fellow policy violations to the Resident Directors for immediate response, and assist in submitting incident reports to the Student Services Manager and Dean for follow-up conduct meetings.
- Provide formal and informal evaluation and feedback regarding performance and expectations of Resident Directors/Resident Assistants.
- Establish an assessment system for gathering feedback from fellows in matters involving social programming and campus dynamics.
- Facilitate residential staff development by periodically coordinating and implementing team-building opportunities for Residence Life team.
- Situations involving Academy fellows that may require the response and/or intervention by the HD include (but are not limited to):
  - Medical emergency
  - Non-emergency illness
  - Emotional distress
  - Disruptive behavior
  - Activities on the residential campus that impair the peace of other residents
  - Smoking violations (both the Academy main and residential campuses are smoke-free)
  - General policy violations
  - Illegal or abusive use of alcohol or controlled substances
  - Any potentially harmful behavior caused by or affecting an Academy resident
  - Harassment
- In cases of medical emergencies, HD (or RD) takes appropriate action, either assisting fellow(s) to a medical facility by Academy vehicle, or securing an ambulance. Emergency protocol guidelines will be supplied to the HD by the Academy.
- In all instances, HD exercises his/her best judgment to enhance the security and safety of the residential campus and Academy residents.

- The HD may not assign his/her duties to anyone other than an Academy employee pre-approved by the Academy.

### 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

- Bachelor's degree
- At least 25 years of age
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- One or more years of experience in a full-time professional position in college/university housing, residence life, teaching, or related field.
- At least one year experience in staff supervision, working with diverse populations, and/or advising student organizations
- Excellent organizational, interpersonal, supervisory, and communications skills
- Excellent critical thinking and conflict-resolution skills
- Ability to work on a team and adapt to changing work priorities
- Passion for student life and residential campus programming

### Reporting Structure

The Housing Director reports to the Student Services Manager and Dean. The Housing Director assists in management of two Resident Directors and three Resident Assistants.

### Compensation and Benefits

- Flat-rate salary range is \$3,000 - \$4,000 commensurate to experience to be paid per the Academy's payroll schedule
- Flat-rate salary to be paid in four equal installments approximately every two weeks per the Academy's payroll schedule
- Private single-room (with shared bathroom facility)
- Full meal plan
- Seasonal position ineligible for Music Academy benefits except where required by law
- The Academy provides the Residence Life team employees with a shared rental vehicle for Academy-related business use only.

## Application Process

Please email a letter of interest and current resume by April 1, 2019, to [hr@musicacademy.org](mailto:hr@musicacademy.org). 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](http://musicacademy.org)