



Employment Opportunity

Title: Summer Housing Director (1 position available)

Department: Student Services

Location: Santa Barbara, CA

Status: Seasonal, Full-time, Non-Exempt

Position Dates: June 1 to August 9, 2022

Position Summary:

The Housing Director (HD) is a member of a dynamic team which manages the residence life program during the Academy's annual Summer School and Festival. The Music Academy houses up to 140 fellows (student musicians ages 18-34 enrolled on full scholarship) and select summer administration during the Summer Festival. The residence life team, under the direction of the Student Services department, plays an integral role in the fellow experience and is comprised of one Housing Director (HD), three Resident Directors (RDs), and several fellow Resident Assistants (RAs). The HD helps shape a positive, inclusive, safe, healthy, and supportive culture at the residential campus. This is a summer "live-in" position. In all instances, the HD exercises their best judgment to enhance the security and safety of the residential campus and Academy residents. The HD may not assign their duties to anyone other than an Academy employee pre-approved by the Academy.

Position Responsibilities:

- Foster an inclusive, safe, and supportive environment for all residents.
- Oversee the community, programming, and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Coordinate and facilitate fellow Arrivals Week, Orientation Weekend, and Departure Weekend, in collaboration with RDs.
- Facilitate residential staff development by coordinating and implementing occasional team-building opportunities for the Residence Life team.
- Lead presentations on campus facilities, policies, and the health & safety plan at various fellow meetings, including Fellow Orientation.
- Staff the Academy's Residence Life office on campus several hours daily Monday-Friday, and occasional weekend hours, coordinating with RDs to ensure daily campus coverage.
- Manage staff coverage of campus lounge during hours of alcohol service, providing supervision for 4-5 hours each evening 2-3 nights per week.
- Coordinate weekly Residence Life team meetings attended by HD, RDs, RAs, campus facilities personnel, and led by the Director of Student Services.

- Conduct weekly individual meetings with the Director of Student Services and Alumni Programs and/or 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 facilities staff, ensuring open communication and dialogue in order to address and resolve all residential needs and maintenance requests.
- Manage all residence life event programming and supplies, including event budget and weekly event financial reports.
- Refer fellow policy violations to the RDs for immediate response; assist in submitting incident reports to the Director of Student Services and Dean for follow-up incident report meetings.
- Serve as liaison between administration and Academy residents for crisis situations at the residential campus, situations involving Academy fellows may require response and/or intervention may include (but are not limited to):
 - Medical emergency
 - Non-emergency illness
 - Mental health
 - Disruptive behavior
 - Activities on the residential campus that impair the peace of other residents
 - Smoking violations (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
- Take appropriate action in cases of medical emergencies, either assisting fellow(s) to a medical facility by Academy vehicle or securing an ambulance. Emergency protocol guidelines will be supplied by the Academy.
- Perform additional duties accommodating the safety and health of all 2022 Festival participants (administration, fellows, faculty, audiences, and community members).

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:

- Excellent organizational, interpersonal, supervisory, and communication 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

- Passion for student life and residential campus programming

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 of experience in staff supervision, working with diverse populations, and/or advising student organizations
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

Reporting Structure:

The Housing Director reports to the Director of Student Services & Alumni Programs. The Housing Director assists in management of the Resident Directors and fellow Resident Assistants.

Compensation and Benefits:

- This is a non-exempt, temporary position with an hourly rate of \$18 to be paid every two weeks per the Academy's payroll schedule with a minimum flat-rate salary of \$6,000 for the summer
- Private single room (with shared bathroom facility) with linens provided
- Full meal plan
- Seasonal employees are entitled to accrue sick leave as per California state law. No other benefits apply
- The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only
- Ability to attend Music Academy presented concerts and seminars

Application Process:

Please email a letter of interest and current resume by March 1, 2022 to hr@musicacademy.org using the subject header **MAW Summer Housing Director**. 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 the 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.