



Employment Opportunity

Title: Summer Resident Director (2 positions available)

Department: Student Services

Location: Santa Barbara, CA

Status: Seasonal, Full-time, Non-Exempt

Dates: June 1 to August 9, 2022

Position Summary:

Resident Directors (RDs) are members 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 (RD), and several fellow Resident Assistants (RAs). RDs are the primary contact for Academy residents while on the residential campus and help shape a positive, inclusive, safe, healthy, and supportive campus culture.

This is a summer "live-in" position. Three RDs coordinate an on-call rotation during the contract period, equaling four or five days per week. At least one RD is on campus at all times. While on duty, RDs may leave the residential campus for Academy-related meetings/errands only, provided they are no more than 15 minutes away. In all instances, RDs exercise their best judgment to enhance the security and safety of the residential campus and Academy residents. RDs 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 Academy residents.
- Oversee the community, programming, and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Be available to all Academy residents to address their questions and concerns.
- Facilitate fellow Arrivals Week, Orientation Weekend, and Departure Weekend.
- Lead Fellow Orientation presentation regarding campus culture, policies, procedures, and opportunities for social programming.
- Participate in weekly Residence Life Team meetings and facilities meetings led by the Director of Student Services and Alumni Programs.
- Participate in weekly individual meetings with Academy Dean and/or Director of Student Services and Alumni Programs.
- Perform daytime and evening rounds of the residential campus.

- Manage on-duty staff coverage of campus lounge during hours of alcohol service, providing supervision for 4-5 hours each evening 2-3 nights per week. Weekend coverage requires two RDs on-duty.
- Staff the residence life office one hour daily when on duty.
- Manage weekly social events which promote the “Live Well, Perform Well” brand for Academy Student Services. At least one RD is present at each organized social event.
- Submit facilities maintenance requests to the Housing Director.
- Communicate with bus drivers and fellows as needed.
- Promote campus policies and address policy violations if an incident occurs; situations involving Academy fellows that may require response and/or intervention 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 (both the Academy main and residential campuses are smoke-free)
 - 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 in an 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 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
- Ability to mentor student leaders
- Passion for student life and residential campus programming.

Preferred Qualifications:

- Bachelor's degree
- At least 21 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
- At least two years of professional experience in residence life and/or campus leadership, preferably in a university or music festival setting working with diverse populations
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

Reporting Structure:

The Resident Directors report to the Director of Student Services and Alumni Programs.

Resident Directors supervise two to three fellow Resident Assistants.

Compensation and Benefits:

- This is a non-exempt, temporary position with an hourly rate of \$18.00 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 Resident 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.