



Employment Opportunity

Position: Parking & Facilities Assistant (7 positions available)
Location: Santa Barbara, CA
Status: Seasonal, Part-time, Non-exempt
Position Dates: June 10 to August 16, 2019

Position Description

The Parking & Facilities Assistant will direct vehicle drivers to open parking spots, answer general questions about the day's program, direct patrons to the correct building for Music Academy events, and assist with the general readiness of the Music Academy campus. The assistant will be expected to treat all patrons in a calm and respectful manner. A training session will be conducted prior to the official start. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Parking & Facilities Assistants will work approximately 25 hours per week, with shifts varying from week to week.

Responsibilities

- Ensure adequate and safe parking at the Academy facilities
- Place parking placards and cones for reserved donor spaces
- Help prepare and maintain picnic areas: clean tables/chairs, empty trash/recycle bins, place reserved placards
- Assist in readiness of performance venues
- Use walkie-talkies to communicate clearly with other team members and venue staff
- Perform other duties as assigned

Minimum Requirements

- Ability to speak, read, write, and understand English
- Ability to stand and stoop, kneel, crouch, and crawl
- Ability to lift and/or move up to 50 pounds
- Ability to arrive on time with a positive attitude
- Ability to troubleshoot problems and work calmly in stressful situations

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts and may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals such as gasoline. Employee also will be exposed to outside weather conditions. The noise level in the work environment is usually moderate, but can become loud depending on the patron activity.

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

- Customer service background
- Strong social and interpersonal skills
- Ability to work on a team and adapt to changing work priorities

Additional Requirements

Some nights and weekends may be required.

Reporting Structure

The Parking & Facilities Assistant reports to the Director of Facilities.

Compensation and Benefits

- Hourly wage of \$12 - \$13 per hour, commensurate to experience.
- Seasonal positions are ineligible for Music Academy benefits except where required by law.

Application Process

Please email a letter of interest and current resume by May 1, 2019, to hr@musicacademy.org using a Subject Header of **Summer Parking Attendant**. 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