

Employment Opportunity

Position: Artistic Operations Coordinator
Location: Santa Barbara, CA
Status: Full-time, Non-Exempt
Start Date: Open until filled. For priority consideration apply by March 15, 2019.

Position Description

The Artistic Operations Coordinator supports both the Senior Director of Festival & Production and the Venues Manger in the areas of artistic administration and production, respectively.

Responsibilities

Artistic Administration

- Support and track administration of Academy contracts
- Assist in the creation of summer planning documents
 - Master schedule revisions
 - Faculty and Guest Artist contact sheets
 - ArtsVision database management
- Support Budget and Payment Processes
 - Track invoices and reimbursements
 - Departmental coding
- Artist Services
 - Creation of Itineraries
 - Booking of Travel and Accommodations
 - Serve as onsite Artist Liaison as needed
- Secure and negotiate rights for all performances, recordings, and broadcasts
 - Assist with ASCAP/BMI licensing
 - Secure additional performance and recording rights
 - Manage livestream video reporting

Production

- Support production of Music Academy events including concerts, masterclasses, presentations, and technical productions taking place on or off campus, serving as stage manager, event coordinator, or artist liaison
 - Engage additional support personnel for events as directed
- Support rental event process including
 - Correspondence with clients/potential clients regarding technical and staffing needs
 - With Venues Manager, secure vendor quotes and contracts
 - Prepare production documents including event sheets, run sheets , and schedules
 - Act as primary liaison to year-round teaching studio renters



- Serve as stage manager or stage hand during rental events as assigned
- Technical Support
 - Assist in venues management for all performance, rehearsal, teaching, and practice spaces on campus
 - Execution of maintenance plans
 - Testing of all technical aspects in advance of scheduled events
 - Assist in trouble-shooting of equipment issues
 - Refine systems in performance venues
- Inventory and Equipment
 - As assigned, assist with piano fleet, instrument collection, and audio equipment
 - Track and schedule maintenance as directed
 - Manage rentals of Academy equipment to outside parties
 - Manage inventories

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
- Excellent organizational, interpersonal, and communications skills
- Excellent critical thinking and conflict-resolution skills
- Ability to work on a team and adapt to changing work priorities
- Experience working in arts administration or performing arts venues.

Reporting Structure

The Artistic Operations Coordinator reports to the Senior Director Festival & Production.

Compensation and Benefits

- Salary range is \$20 - \$22 per hour, commensurate to experience

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using a Subject Header of **MAW Artistic Operations Coordinator**. Position will remain open until filled; for priority consideration, please submit materials by March 15, 2019. 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