



Employment Opportunity

Position: Manager, Vocal Institute
Location: Santa Barbara, CA
Status: Seasonal, Full-time, Non-Exempt
Employment Period: June 10 through August 13, 2019

Position Description

The Manager, Vocal Institute serves as a member of the Music Academy of the West's administration in order to manage the day-to-day operations of the Academy's Vocal Institute. The Manager, Vocal Institute acts as first point of contact and liaison between all voice and vocal piano fellows, Vocal Institute faculty, mainstage opera staff, and visiting guest artists, and is integral in creating and maintaining the Institute's overall schedule.

Position Responsibilities

- In coordination with Director of Administration, Vocal Institute oversee the master schedule for all Vocal Institute events
 - Create and manage schedules for all Vocal Institute events including rehearsals, performances, masterclasses, lessons and coachings
 - Manage and track faculty and fellow schedule change requests
- In coordination with Director of Administration, Vocal Institute oversee Assistant, Vocal Institute
- Produce the annual Marilyn Horne Song Competition as well as assist on producing vocal masterclasses
 - Act as production liaison for all non-opera related vocal performances
- Facilitate communication between voice program fellows, faculty, and other Music Academy constituents
- Provide general office support for voice faculty and fellows
- Attend Vocal Institute events, as necessary
- Assist the Vocal Institute in other duties as assigned

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

- Knowledge of classical music production
- Knowledge of vocal repertoire

- Ability to read music
- Experience with theatre audio and lighting
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills
- Excellent critical thinking, strategic planning, and problem solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Previous summer festival experience
- Class C Driver's License with proof of Personal Liability Insurance

Additional Requirements

Some nights and weekends may be required, including concert duty.

Traveling between Miraflores campus, Westmont campus, and off-site venues is frequently required.

Reporting Structure

The Vocal Institute Manager reports to the Director of Administration, Vocal Institute.

Compensation and Benefits

- Hourly wage of \$12 - \$14 per hour, commensurate to experience.
- Housing, in the form of private room in a shared house, is included during the employment period.
- 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 March 15, 2019, to hr@musicacademy.org using a Subject Header of **Vocal Institute Manager**. 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