



Employment Opportunity

Position:	Personnel Manager
Location:	Santa Barbara, CA
Status:	Seasonal, Full-time, Exempt
Employment Period:	April 1 through August 13, 2019
Santa Barbara Residency:	June 10 through August 13, 2019

Position Description

The Personnel Manager is responsible for the day-to-day management of Music Academy summer personnel, serving as a liaison between Academy fellows, guest conductors, faculty, and administration.

Responsibilities

- Manage planning of rehearsal orders and auxiliary instrument needs
- Manage assignments for orchestra concerts
 - Identify and engage extra musicians as needed
- Manage weekly orchestra rehearsal schedules, including communication of schedules and all changes in a timely manner to faculty and fellows
 - Input and update all rehearsals, rosters, and repertoire into ArtsVision database
- Manage all personnel at orchestral and ensemble rehearsals, sectionals, and performances
 - Take attendance at all events and locate missing musicians
 - Make announcements at rehearsals
 - Manage starts, ends, and breaks at all rehearsals
- Oversee other personnel-heavy performances including Brass Ensemble, Picnic Concerts, and Chamber Music Masterclasses
 - Serve as on-site artist coordinator as needed
- Oversee auditions and mock auditions included as part of orchestral curriculum, Concerto Competition auditions, and MAX auditions

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

- Two years orchestral personnel management experience
- Knowledge of classical music

- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills, including public speaking
- 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 evenings and weekends are required, including concert duty.

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

Reporting Structure

The Personnel Manager reports to the Senior Director of Festival and Production.

Compensation and Benefits

- Flat-rate salary range is \$4,000 - \$5,000 commensurate to experience to be paid per the Academy's payroll schedule
- Housing, in the form of private room in a shared house, is included during the residency period.
- Seasonal position 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 **MAW Personnel 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