



Employment Opportunity

Position: Library Assistant
Location: Santa Barbara, CA
Status: Seasonal, Full-time, Non-Exempt
Employment Period: June 17 through August 13, 2019

Position Description

The Library Assistant supports all activities of the circulation and orchestra library, including the preparation, distribution, and collection of music for five orchestra concerts, one chamber orchestra concert, one opera, and various chamber performances. The Library Assistant works closely with faculty, conductors, fellows, and Music Academy staff and reports to the Music Librarian.

Responsibilities

- Provide customer service to faculty and fellows including check-out of music and folders as well as locating solo/chamber music in library stacks
- Support marking of string bowings; mark and bow parts as indicated by the conductor and string masters
- Prepare practice parts and orchestra folders
- Prepare and distribute all audition and competition packets
- Distribute folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes as assigned by the Music Librarian

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 and opera
- Ability to read music
- Experience marking string bowings
- Ability to lift and distribute up to 50lbs of music
- Proficiency in Microsoft Office
- 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 and off-site venues is frequently required.

Reporting Structure

The Library Assistant reports to the Music Librarian.

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 March 15, 2019, to

hr@musicacademy.org using a Subject Header of **Library Assistant**. 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