



Employment Opportunity

Position: Artistic Program Coordinator (2 positions)
Location: Santa Barbara, CA
Status: Seasonal, Full-time, Non-Exempt
Employment Period: June 10 through August 13, 2019

Position Description

The Artistic Program Coordinator (APC) works closely with Music Academy summer administration, faculty, guest artists, and fellows to produce public and non-public events, manage masterclass assignments, manage the master schedule in ArtsVision, schedule instructional and performance activities, manage room scheduling, and collect and distribute program information for all events.

Responsibilities

- Communicate with Fellows and Faculty regarding artistic events
- Manage masterclasses, collecting repertoire and communicating performance assignments
- Manage room assignments, including posting of daily schedules
- Assist Senior Director of Festival and Production in maintaining the master schedule throughout the summer
 - Manage faculty and fellow schedule change requests
 - Work with faculty to manage collaborative pianist schedules for lessons and masterclasses
- Collect information, prepare, distribute, and approve final edits for printed programs for public events including masterclasses, competitions, and performances
- Proctor Music Academy auditions and competitions as assigned
- Assist the Artistic Operations department 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

- Background in music, music education, or music administration
- Knowledge of classical music and instrumental solo and chamber repertoire
- Ability to read music

- 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.

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

Reporting Structure

The APC reports to the Senior Director of Festival and Production

Compensation and Benefits

- Hourly wage of \$12 - \$15 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 **Artistic Program Coordinator**. 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