



## Contract Position Opportunity

Position: Personnel Manager  
Location: Santa Barbara, CA  
Status: Seasonal Contract  
Contract Period: April 1 through August 11, 2020  
Santa Barbara Residency: June 8 through August 11, 2020

### Position Description

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

### Position 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 timely communication of schedules and all changes 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 onsite artist coordinator as needed
- Oversee auditions and mock auditions included as part of orchestral curriculum, Duo 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 administrator 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

### Additional Requirements

Some evenings and weekends, including concert duty

Frequent travel between Miraflores campus and off-site venues

### Reporting Structure

The personnel manager reports to the senior director of festival and production.

### Compensation and Benefits

The personnel manager compensation range is \$4,000-5,000 for the contract period and is commensurate with skills and experience. Independent contractors are not eligible for Music Academy benefits. Housing is included during the Santa Barbara residency period.

### Application Process

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org) using a subject header of **MAW Personnel Manager**. Position will remain open until filled. 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 engagement.

### 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](http://musicacademy.org)