



## Employment Opportunity

Position: Vocal Institute Administrative Assistant  
Location: Santa Barbara, CA  
Status: Full-time, Non-Exempt, Seasonal  
Employment Period: June 15 through August 8, 2020

### Position Description

The Vocal Institute administrative assistant is the main point of contact for voice and vocal piano fellows and acts as liaison between fellows, faculty, and the Vocal Institute director of administration. The Vocal Institute administrative assistant provides general administrative, logistical, and communications support for the activities of the voice program. The Vocal Institute administrative assistant is heavily involved in the creation and maintenance of the master schedule of voice program activities.

### Position Responsibilities

- Serve as first point of contact for Vocal Institute faculty, guest artists, conductors, directors, and fellows
- Assist Director of Administration in creating and overseeing the master schedule for all Music Academy of the West Vocal Institute events
  - Create, update, and distribute in a timely manner weekly and daily schedules for all Vocal Institute events, including rehearsals, performances, masterclasses, coachings, and lessons
  - Manage faculty and fellow schedule change requests
- Coordinate preparation of printed programs, including the creation of texts and translations, for all voice program events including performances, masterclasses, and the Marilyn Horne Song Competition
- Coordinate music library requests for voice program
- Circulate comp tickets for voice fellows
- Coordinate any necessary medical appointments for fellows in conjunction with Student Services department
- Provide general office support for voice faculty and fellows
- Attend voice program events, as necessary
- 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 communication 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

## Additional Requirements

Some evenings and weekends, including concert duty

Frequent travel between Miraflores campus, Westmont campus, and off-site venues

## Reporting Structure

The Vocal Institute administrative assistant reports to the director of administration, Vocal Institute.

## Compensation and Benefits

The Vocal Institute administrative assistant compensation range is \$13.00-14.00 per hour and is commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits except where required by law.

## 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 Vocal Institute Administrative Assistant**. 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 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](http://musicacademy.org)