



Employment Opportunity

Position: Library Assistant
Location: Santa Barbara, CA
Status: Full-time, Non-Exempt, Seasonal
Employment Period: June 15 through August 11, 2020

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 administration, and reports to the music librarian.

Position Responsibilities

- Provide customer service to faculty and fellows, including check-out of music and folders and 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; 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 50 lbs. of music
- Proficiency in Microsoft Office

- 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 and off-site venues

Reporting Structure

The library assistant reports to the music librarian.

Compensation and Benefits

The Library assistant compensation range is \$13.00-14.00 per hour and 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 using a subject header of **MAW Library 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