



Position Description

Position Title: Artist Liaison
Department: Artistic Operations
Location: Santa Barbara, CA
Status: Seasonal, Full-Time, Non-Exempt
Employment Period: Remote orientation sessions during the week of May 27, 2024
In Person: Monday, June 3 through Monday, August 5, 2024

Housing provided for non-local employees Sunday, June 2 through the morning of Tuesday, August 6, 2024.

Position Summary

The Artist Liaison works in an exciting role alongside some of the industry's most notable artists. This individual helps to facilitate an exceptional experience for all the Music Academy's guest artists during the Summer School and Festival. The Artist Liaison reports to the Artistic Operations Manager and works closely with the entire Music Academy administration to ensure clear communication for guest artist appearances. This position can expect to work in a fast-paced team environment and gain a broad understanding of non-profit operations and guest artist relations.

Position Responsibilities

- Create artist itineraries and welcome packets
- Arrange guest artist ground transportation needs, including driving artists in a Music Academy vehicle
- Coordinate all aspects of guest artist hospitality, including dressing room preparation, complimentary ticket requests, and backstage support
- Facilitate logistics for guest artist appearances including interviews, receptions, masterclasses, rehearsals, and concerts
- Serve as primary guest artist contact, including being on call evenings and weekends as needed
- Other duties as assigned

Candidate Profile

The Music Academy values colleagues with diverse perspectives 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.

The ideal candidate will demonstrate some, if not all, of the following:

- Background in classical music
- Ability to work well under pressure
- Professional conduct and forward-facing demeanor
- Excellent written and verbal communication skills

- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Valid driver's license and clean driving record
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Previous summer festival experience a plus

Additional Requirements

- Some nights and weekends, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$18 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing and meals are included during the summer residency for those not based in the Santa Barbara area. Lunch is provided on the Miraflores campus Monday-Friday for those not on the residential meal plan. Complimentary tickets are offered when available.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Artist Liaison**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

To apply for multiple positions, please include separate letters of interest for each position.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment and we value each employee's unique experiences and perspectives.

About the Music Academy

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Music Academy provides artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: the annual eight-week Summer School & Festival which trains up to 140 fellows ages 18-34 and presents more than 120 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the MAX (Music Academy Exchange) partnership with international orchestras; the Innovation Institute's Alumni Enterprise Awards; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, please visit musicacademy.org.