



Position Description

Position Title:	Artistic Program Coordinator (2 Positions Available)
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 Artistic Program Coordinators (APCs) work closely with the Music Academy administration, teaching artists, and fellows to produce public and non-public events. This is an excellent opportunity for those looking to explore a career in arts administration. Duties include managing masterclass assignments, assisting with room scheduling, and collecting and distributing program information for all public events. The APCs report to the Director of Artistic Operations.

Position Responsibilities

- Communicate with fellows and teaching artists regarding logistics for public events, specifically instrumental masterclasses
- Collect information, prepare, and approve final edits for printed programs for public events including instrumental masterclasses, competitions, and performances
- Coordinate with Production team all stage needs and set-ups, stage plots, etc. in advance of event
- Assist with backstage concert duty for on-site concerts and masterclasses, including distribution of run sheets for each event
- Proctor auditions and competitions
- Assist Artistic Operations Manager in maintaining the master schedule throughout the summer:
 - Work with collaborative piano teaching artists to manage collaborative pianist schedules for lessons, rehearsals, and masterclasses as needed
 - Coordinate concert, audition, and competition warm-up rooms
- 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 Music Academy seeks two Artistic Program Coordinators. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

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

- Background in classical music, education, and/or administration
- Knowledge of instrumental solo and chamber repertoire
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communications skills
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Valid driver's license and clean driving record
- 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 **Artistic Program Coordinator**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

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.