



## Position Description

<b>Position Title:</b>	Chamber Music Specialist
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-Time, Non-Exempt
<b>Employment Period:</b>	(Part-Time, Remote) Monday, April 1 through Friday, May 31, 2024 (Full-Time, 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 Chamber Music Specialist oversees all activities of the chamber music program, culminating in approximately 15 concerts. The Chamber Music Specialist works closely with teaching artists, fellows, and Music Academy administration and reports to the Director of Artistic Operations. This is an excellent opportunity for those looking to explore a career in arts administration.

## Position Responsibilities

- In advance of summer, attend remote meetings with Chamber Music Committee to develop fellow chamber assignments, repertoire selections, and rehearsal and coaching schedule
- Determine and manage room assignments for rehearsals in consultation with Artistic Operations Manager
- Oversee chamber rehearsal and coaching schedule with input from teaching artists and the Artistic Operations Manager
- Serve as the main contact for teaching artists, fellows, and administration for the chamber music program
- Work with the Marketing and Communications department to ensure that printed programs are accurate and proofed
- Coordinate with Production team all stage needs and set-ups, stage plots, etc., in advance of each chamber concert
- Assist with backstage concert duty and distribute run sheets for each chamber music concert
- Work with fellows directly to develop fellow-curated concerts, including managing the online request submission tool, proposing repertoire, and recruiting personnel
- Develop and implement Fellow Speaking Program for concert introductions
- 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 music, music education, or music administration
- Knowledge of classical music and chamber repertoire
- Ability to read music and scores
- 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
- 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 \$20 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](mailto:hr@musicacademy.org), using the subject header **Chamber Music Specialist**. 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](http://musicacademy.org).