



Position Description

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| Position Title: | Facilities Assistant |
| Department: | Buildings & Grounds |
| Location: | Santa Barbara, CA |
| Status: | Seasonal, Full-time, Non-Exempt, 2 positions available |
| Employment Period: | Monday, June 3 through Monday, August 5, 2024 |

Position Summary

The Music Academy seeks dynamic team members to help support the daily operations and maintenance of our beautiful campus. The ideal candidate will be someone with a true passion for connecting with people of all ages – from children to seniors – as they will assist staff and visitors with various on-site needs. The Facilities Associate reports to the Director of Facilities. Non-summer shifts are primarily evenings and weekends with varying hours from week to week, up to 20 hours each pay period. Summer positions are full-time, Monday-Sunday, daytime and evening shifts.

Position Responsibilities

- Provide excellent customer service to visitors, direct patrons to correct buildings for events, and safely direct vehicle drivers to available parking.
- Assist in event set up including lifting and moving chairs, tables, boxes, décor, and other items.
- Assist in readiness of performance venues, practice rooms, studios, kitchen, and restrooms: light cleaning, disinfecting, emptying trash/recycling, and dusting as needed.
- Assist in readiness of outdoor facilities, gardens, and picnic areas which may include leaf blowing, emptying trash, and light cleaning and dusting as needed.
- Assist with security monitoring and emergency response as needed.
- Complete tasks accurately, thoroughly, and with an eye towards quality, aesthetics, preservation of our historic property, and creating a welcoming and safe environment for our community.
- Assist in daily walk throughs of campus to identify areas in need of repair or cleaning, to report to the Director of Facilities.
- May perform any combination of light cleaning duties to maintain facilities clean and tidy
- Other duties may be assigned.

Physical Demands

The physical demands to successfully perform the essential functions of this job may include being able to: regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls; frequently talk and/or hear; occasionally sit; frequently squat, stoop, or kneel; reach above the head and reach forward; daily use hand strength to grasp tools, supplies and equipment; occasionally climb ladders; frequently lift and/or move up to 100 pounds.

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 successful candidate will ideally demonstrate some, if not all, of the following:

- Excellent customer service and interpersonal skills
- Excellent attention to detail and takes pride in a job well done
- Ability to prioritize tasks and proactively seek new ones
- Ability to troubleshoot problems and work calmly in stressful situations
- Ability to arrive on time with a positive attitude
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules

Additional Requirements

- Schedule varies based on events production schedule.
- Non-summer shifts are primarily evenings and weekends with varying hours from week to week.
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

Benefits and Compensation

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. Lunch is provided on the Miraflores campus Monday-Friday. 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 **Facilities Assistant**. 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.