



Position Description

Position Title:	Innovation Associate
Department:	Innovation Institute / Artistic
Location:	Santa Barbara, CA
Status:	Seasonal, Non-Exempt
Employment Period:	Part-time, remote: mid-May 2024, with two 4-hour group sessions during the week of May 27 Full-time, in person: Monday, June 3 through Monday, August 5, 2024

Position Summary

The Music Academy, and its Innovation Institute, empowers its fellows and alumni to thrive in the creative economy by realizing their potential as trailblazing artists of impact. The Innovation Associate plays a pivotal role during the annual Summer School and Festival to plan and execute Innovation Institute offerings. The Innovation Associate reports to the Vice President of Innovation and Program Development and works closely with members of Music Academy administration, fellows, faculty, guest artists, speakers, and alumni.

Position Responsibilities

- Assist with Innovation Institute programs (scheduling, set-up, clean-up, evaluations, etc.)
 - Summer Innovation seminars, workshops, and 1:1 advising on entrepreneurial musicianship and professional development
 - Fast Pitch competition, plus innovative performance elements for musical performance competitions
 - Technology, recording, and distance learning initiatives for seminars and performances
- Assist in developing leadership and new business initiatives for fellows and alumni
- Facilitate logistics for presenters
- Prepare pre- and post- event reports
- Assist Production staff with organizing, archiving, and producing digital assets
- 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:

- A passion for the performing arts, especially classical and contemporary classical music, plus a deep interest in career education for musicians
- A musical performance and/or production background

- Experience organizing workshops or other learning events
- Experience working with audio and video equipment and a range of technology, including Zoom and other online communication platforms
- Familiarity with operations of PTZ camera systems
- Familiarity with best practices for graphic design
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Strong written, verbal, and organizational skills (with significant attention to detail)
- Strong critical thinking and problem-solving skills
- Ability to work on a team and adapt to changing work priorities
- Ability to lift up to 30 lbs
- Ability to read music

Additional Requirements

- Some nights and weekends, including concert duty
- Regular local travel between Music Academy's Miraflores campus and local venues

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$18-20 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 already based in the Santa Barbara area. 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 **Innovation Associate**. PDF format only. 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.

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.