



## Position Description

<b>Position Title:</b>	Lehrer Vocal Institute Coordinator
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-time, Non-Exempt
<b>Employment Period:</b>	Remote orientation sessions during the week of May 27, 2024 In Person: Monday, June 3 through Monday, August 5, 2024

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

## Position Description

The Lehrer Vocal Institute Coordinator supports the day-to-day operations of the Lehrer Vocal Institute (LVI). The Lehrer Vocal Institute Coordinator acts as the first point of contact and liaison between all voice and vocal piano fellows, Lehrer Vocal Institute teaching artists, mainstage opera staff, and visiting guest artists. This role is integral in maintaining the Institute's overall schedule. This position reports to the Lehrer Vocal Institute Director of Artistic Operations.

## Position Responsibilities

Assist the Lehrer Vocal Institute Director of Artistic Operations (and other LVI Administration) with daily and seasonal operations including:

- Creation of programs, texts/translations, production run sheets, and other documentation for LVI public events (masterclasses, concerts, opera, Marilyn Horne Song Competition)
- Assist with backstage concert duty for LVI public events, including distribution of run sheets for each event
- Facilitate communication between Lehrer Vocal Institute fellows, teaching artists, and other Music Academy constituents
- Provide general office support for Lehrer Vocal Institute teaching artists and fellows
- Attend Lehrer Vocal Institute events as necessary
- Other duties as assigned

At the discretion of LVI Director of Artistic Operations and according to experience, "Other duties" may include:

- In coordination with the Lehrer Vocal Institute Director of Artistic Operations, oversee the master schedule for all Lehrer Vocal Institute events
- Create and manage schedules for rehearsals, performances, masterclasses, lessons, and coachings
- Manage and track teaching artists and fellow schedule change requests
- Assist in producing the annual Marilyn Horne Song Competition in coordination with the Vice President of Innovation and Program Development
- Run supertitles for the mainstage opera and/or other events

## Professional Requirements

The Music Academy of the West seeks to hire candidates 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:

- Knowledge of classical music production
- Knowledge of vocal repertoire
- Ability to read music
- Experience with theatre audio and lighting
- Proficiency in Microsoft Office and experience with ArtsVision
- 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

### **Additional Requirements**

- Some nights and weekends are required, including concert duty.
- Frequent travel between Music Academy's Miraflores campus, Westmont 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. Housing and meals are included during the employment period.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Lehrer Vocal Institute Coordinator**. 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.

### **Music Academy of the West**

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).