



Position Description

Position Title: Orchestra Personnel Manager
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 Description

The Orchestra Personnel Manager is responsible for the day-to-day management of Music Academy orchestra personnel, serving as a liaison between fellows, guest conductors, teaching artists, and administration. The Orchestra Personnel Manager reports to the Director of Artistic Operations. This is an excellent hands-on opportunity for those pursuing a career in orchestra administration.

Position Responsibilities

- Manage assignments for orchestra concerts
 - Communicate with teaching artists about personnel assignments, distribute assignments to orchestra
 - Identify and engage extra musicians as needed
- Manage weekly orchestra rehearsal schedules with conductors. Communicate schedules and all changes in a timely manner to teaching artists and fellows
- Input and update rehearsals, rosters, and repertoire into ArtsVision and Fellow Portal
- Manage ensemble personnel at orchestral rehearsals, sectionals, and performances
 - Take attendance at events and locate missing musicians
 - Make announcements at rehearsals
 - Manage starts, ends, and breaks at rehearsals
- Oversee brass repertoire classes and proctor seating auditions and competitions
- Communicate with Marketing and Communications department on orchestra rosters for printed programs, proof for accuracy
- Manage housing and arrivals/departures communications for hired substitutes musicians
- Oversee the overall well-being of the fellows in regard to the orchestra, communicate any situations that arise with administration

Candidate Profile

The Music Academy of the West 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 ideally demonstrate some, if not all the following:

- Two years orchestral personnel management experience
- Knowledge of classical music
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communications skills, including public speaking
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- 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 are required, 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, with Subject Header **Orchestra Personnel Manager**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West 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.