



## Position Description

<b>Position Title:</b>	Summer Resident Director (3 positions available)
<b>Department:</b>	Student Services
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-time, Non-Exempt
<b>Employment Period:</b>	May 29 to August 6, 2024

### Position Summary

The Music Academy hosts a world-class summer program for great classically-trained musicians, ages 18-34, who train and perform for eight weeks and cultivate tools they need to not only become better artists, but great leaders and artists of impact. Resident Directors (RDs) are members of a dynamic team which manages the residence life program during the Academy's annual Summer School and Festival. The Music Academy houses up to 140 fellows (student musicians enrolled on full scholarship) and select summer administration during the Summer Festival. The residence life team, under the direction of the Student Services department, is comprised of one Housing Director (HD) and three Resident Directors (RD) and plays an integral role in the fellow experience. RDs are the primary contact for Academy residents while on the residential campus and help shape a positive, inclusive, safe, and supportive campus culture. This is a summer "live-in" position. Three RDs coordinate an on-call rotation during the contract period, equaling four or five days per week. At least one RD is on campus at all times during the Summer Festival. While on duty, RDs may leave the residential campus for Academy-related meetings/errands only, provided they are no more than 15 minutes away.

### Position Responsibilities

- Foster an inclusive, safe, and supportive environment for all Academy residents.
- Oversee the programming and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Be available to all Academy residents to address their questions and concerns.
- Facilitate fellow Arrivals Week, Orientation Weekend, and Departure Weekend.
- Lead Fellow Orientation presentation regarding campus culture, policies, procedures, and opportunities for social programming.
- Participate in weekly Residence Life Team and facilities meetings.
- Participate in weekly individual meetings with Student Services personnel.
- Perform daytime and evening rounds of the residential campus.
- Manage weekly social events which promote the "Live Well, Perform Well" brand for Academy Student Services. At least one RD is present at each organized social event.
- On-duty staff coverage/supervision of campus lounge 2-3 evenings per week, for 4-5 hours each evening. Weekend evening lounge coverage requires two RDs on-duty.
- Staff the residence life office one hour daily when on duty.
- Serve as point person for administration, fellows, and bus drivers' questions regarding Academy bus transportation service between Academy campuses and venues.
- Manage facilities maintenance requests in collaboration with the Housing Director.

- Promote campus policies and address policy violations; situations involving Academy fellows that may require response and/or intervention include (but are not limited to):
  - Natural disaster
  - Medical emergency
  - Non-emergency illness
  - Mental health
  - General policy violations
  - Activities on the residential campus that impair the peace of other residents
  - Smoking violations (Academy main and residential campuses are smoke-free)
  - Illegal or abusive use of alcohol or controlled substances
  - Any potentially harmful behavior caused by or affecting an Academy resident
  - Harassment
- Take appropriate action in cases of medical emergencies, either assisting fellow(s) to a medical facility in an Academy vehicle or securing an ambulance. Emergency protocol guidelines will be supplied by the Academy.
- Perform additional duties accommodating the safety and health of Festival participants (administration, fellows, teaching artists, audiences, and community members).

### **Candidate Profile**

The Music Academy values diverse colleagues 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:

- Excellent organizational, interpersonal, supervisory, and communication skills.
- Excellent critical thinking and conflict-resolution skills.
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules.
- Passion for student life and residential campus programming.

### **Preferred Qualifications**

- Bachelor's degree.
- At least 21 years of age.
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle.
- One or more years of experience in residence life and/or campus leadership, preferably in a university or music festival setting working with diverse populations.

### **Reporting Structure**

The Resident Directors report to the Manager of Student Services.

### **Compensation and Benefits**

- This is a non-exempt, temporary position with an hourly rate of \$18.00 to be paid every two weeks per the Academy's payroll schedule.
- Private single room (with shared bathroom facility) with linens provided.
- Full meal plan.
- Seasonal employees are entitled to accrue sick leave as per California state law. No other benefits apply.
- The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.
- Option to attend Music Academy concerts and seminars.

**Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org) using the subject header **MA Summer Resident Director**. 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).