



## Position Description

<b>Position Title:</b>	Production Associate
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Part-Time, Non-Exempt

### Position Description

The Production Associate is responsible for the day-to-day production and stage crew needs of the Music Academy's artistic programs and rental events. Duties include managing Academy events in Hahn Hall, Lehmann Hall, Weinman Hall, and other spaces on the Miraflores campus. The Production Associate reports to the Manager of Production and Technology and works closely with Music Academy administration, guest artists, and clients.

### Position Responsibilities

- Work with the Manager of Production and Technology to advance and execute production elements for internal, external, public, and private events
- Work as assistant stage manager or stage crew for events
- Operate basic live sound equipment during events
- Operate basic lighting equipment during events
- Serve as additional production staff for other projects as needed

### 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 50 pounds and occasionally lift and/or move up to 100 pounds.

### Candidate Profile

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.

Note that the Music Academy looks to fill up to three part-time Production Associate positions. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

The ideal candidate will demonstrate some, if not all, of the following:

- Knowledge of classical music production and previous production experience
- Ability to lift up to 50 lbs
- Ability to read music
- Experience with theatre audio and lighting
- Experience with ArtsVision, or similar scheduling software, a plus
- 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

#### **Additional Requirements**

- Schedule varies based on production schedule.
- Nights and weekends may be required, including concert duty.
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

#### **Compensation and Benefits**

This is a non-exempt, part-time position. Compensation is \$18-25 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits.

#### **Application Process**

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

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

Music Academy of the West is a performance-based training center and incubator that empowers musicians to positively impact society. The Academy welcomes everyone from across all generations, cultures, and backgrounds to experience the transformative power of music. Based in Santa Barbara, California, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained fellows ages 18 to 34. They study and perform with more than 50 exceptional faculty and teaching artists, while forging close connections with the community. The Academy's commitment to long-term collaborations and exchanges with leading orchestras and opera companies results in unparalleled mentorship and career-advancing prospects. The Innovation Institute spearheads entrepreneurial training and ventures through seminars, residencies, and the Alumni Enterprise Awards, substantial grants given annually for a wide range of creative projects. Launched in 2018, *Sing!*, a free, after-school choral program for local elementary students inspires personal growth and expression. For more information, please visit [musicacademy.org](http://musicacademy.org).