



## Position Description

<b>Position Title:</b>	Artist Liaison
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-Time, Non-Exempt
<b>Employment Period:</b>	Two 4-hour remote training sessions during the week of May 29, 2023 In person, Monday, June 5 through Monday, August 7, 2023

### Position Summary

The Artist Liaison supports the needs of all guest artists during the Summer School and Festival. This position works closely with Music Academy administration and reports to the Artistic Operations Manager. This is an excellent opportunity for those looking to explore a career in arts administration.

### Position Responsibilities

- Work with Artistic Operations Manager and guest artist management to facilitate creation of artist itineraries and welcome packets
- Work with various hotel and rental car agencies to confirm details of accommodations and rental cars for guest artists
- Arrange all transportation for guest artists, including private airport transfers and driving a Music Academy vehicle
- Serve as primary artist contact during residencies, including being on call nights and weekends as needed
- Confirm and facilitate artist dinners or donor events in conjunction with members of the Music Academy Advancement team and/or Chief Artistic Officer
- Work with Artistic Operations Manager to arrange artist practice and dressing room facilities
- Assist in fulfilling artist riders provided by artist management, including backstage support and hospitality
- Work with Box Office Manager to secure complimentary tickets for artists
- Fulfill requests from artists and communicate with relevant administration
- 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:

- Background in classical music performance, education, and/or administration
- Demonstrated knowledge of working with high-profile personnel in high-pressure scenarios

- Professional conduct, dress, and appearance at all times
- 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
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Valid driver's license and clean driving record
- Previous summer festival experience a plus

### **Additional Requirements**

- Some nights and weekends, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- All administration, teaching artists, and fellows on campus must provide proof of COVID vaccination

### **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 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](mailto:hr@musicacademy.org), using the subject header **Artist Liaison**. PDF format only. 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. We give artists the tools they need to become not just great musicians but great leaders. With the sun shining brightly on possibility and potential, we unleash the creators who will reimagine the future of classical music. We catalyze the change that will propel classically trained musicians boldly forward.

The Music Academy's year round programs are: an annual Summer Festival for 136 fellows with more than 120 performances and events, Solo Piano, Duo, Fast Pitch, and Marilyn Horne Song Competitions; the Keston MAX partnership with the London Symphony Orchestra; the Innovation Institute's Alumni Enterprise Awards; a new Mariposa Series of concerts by Academy-affiliated artists, and *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners.

For more information, visit [musicacademy.org](http://musicacademy.org).