



Position Description

Position Title:	Assistant Librarian
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	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 Assistant Librarian supports all activities of the chamber circulation and orchestra library, including the preparation, distribution, and collection of music for multiple orchestra concerts, various opera productions, and chamber performances. The Assistant Librarian works closely with the Music Librarian, teaching artists, conductors, fellows, and Music Academy administration and reports to the Director of Artistic Operations. This is an excellent opportunity for those interested in arts administration and music library management.

Position Responsibilities

- Provide customer service to teaching artists and fellows
- Check music and folders in/out and locate solo/chamber music in library stacks
- Support marking of string bowings; mark and bow parts as indicated by the conductor and string masters
- Prepare practice parts and orchestra folders
- Prepare and distribute audition and competition packets
- Distribute folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes
- Maintain library database in ArtsVision
- 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:

- Knowledge of classical music and opera
- Ability to read music
- Experience marking string bowings
- Knowledge of foreign language musical terms
- Experience with music engraving, by hand or notation software
- Experience working in a music library (performance or academic)
- Ability to lift and distribute heavy boxes of music (up to 50 pounds)
- Proficiency in Microsoft Office and experience with ArtsVision 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
- 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, using the subject header **Assistant Librarian**. 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.