



## **Position Description**

<b>Position Title:</b>	Event Operations Associate
<b>Department:</b>	Artistic Operations / Building & Grounds / Rentals
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Part-Time, Non-Exempt, multiple positions available

### **Position Description**

The Music Academy's Event Operations Associates are responsible for the production, front of house, and facility operation needs of the Music Academy's public events. This is an excellent opportunity for someone looking to gain artistic and event production experience in a variety of settings including performances, rehearsals, nonprofit functions, and other public events. This position is responsible for managing day-of, on-site event needs in Hahn Hall, Lehmann Hall, Weinman Hall, and other spaces on the Miraflores campus. The Event Operations Associates report to the Manager of Production and Technology and the Facilities Manager as needed, and works closely with Music Academy administration, guest artists, and clients.

### **Position Responsibilities**

- Provide excellent customer service to visitors, direct patrons to correct buildings for events, and safely direct vehicle drivers to available parking.
- Complete tasks accurately, thoroughly, and with an eye towards quality, aesthetics, preservation of our historic property, and creating a welcoming and safe environment for our community.

### **Artistic Operations**

- 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

### **Facility Operations**

- Assist in event set up including lifting and moving chairs, tables, boxes, décor, and other items.
- Assist in readiness of performance venues, practice rooms, studios, gardens, picnic areas, kitchen, and restrooms: light cleaning, disinfecting, emptying trash/recycling, and leaf blowing.
- Assist with security monitoring and emergency response as needed.

- Assist in daily walk throughs of campus to identify areas in need of repair or cleaning, to report to the Director of Facilities.

### **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 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.

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:

- Excellent customer service and interpersonal skills
- Knowledge of classical music production and previous production experience
- 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 events production schedule.
- Non-summer shifts are primarily evenings and weekends with varying hours from week to week. Summer positions are full-time, Monday-Sunday, daytime and evening shifts, from June 5 – August 7, 2023.
- 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 \$16-20 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits unless required by law. 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 **Events Operations Associate**. 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).