



Position Description

Position Title:	Lehrer Vocal Institute Coordinator
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 Lehrer Vocal Institute Coordinator supports the day-to-day operations of the Lehrer Vocal Institute (LVI). The LVI Coordinator acts as the first point of contact and liaison between all voice and vocal piano fellows, teaching artists, mainstage opera staff, and visiting guest artists. This role is integral in maintaining the Institute's overall schedule. This position reports to the LVI Director of Artistic Operations. This is an excellent opportunity for those looking to explore a career in opera arts administration.

Position Responsibilities

- Create programs, texts, translations, production run sheets, and other documentation for LVI events (masterclasses, concerts, opera, Marilyn Horne Song Competition)
- Assist with backstage concert duty for LVI events, including distribution of run sheets for each event
- Facilitate communication between LVI fellows, teaching artists, and other Music Academy constituents
- Provide general office support for LVI teaching artists and fellows
- Create and manage schedules for rehearsals, performances, masterclasses, lessons, and coachings
- Manage and track teaching artists and fellow schedule change requests
- Assist in producing the annual Marilyn Horne Song Competition in coordination with the Vice President of Innovation and Program Development
- Run supertitles for the mainstage opera and/or other events
- 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 production
- Knowledge of classical vocal repertoire
- Ability to read music
- 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 are required, including concert duty
- Frequent travel between Music Academy's Miraflores campus, Westmont 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 **Lehrer Vocal Institute Coordinator**. 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.