



## Position Description

<b>Position Title:</b>	Orchestra Personnel Manager
<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 Description

The Orchestra Personnel Manager is responsible for the day-to-day management of Music Academy orchestra personnel, serving as a liaison between fellows, guest conductors, teaching artists, and administration. The Orchestra Personnel Manager reports to the Director of Artistic Operations. This is an excellent hands-on opportunity for those pursuing a career in orchestra administration.

### Position Responsibilities

- Manage assignments for orchestra concerts
  - Communicate with teaching artists about personnel assignments, distribute assignments to orchestra
  - Identify and engage extra musicians as needed
- Manage weekly orchestra rehearsal schedules with conductors. Communicate schedules and all changes in a timely manner to teaching artists and fellows
- Input and update rehearsals, rosters, and repertoire into ArtsVision and Fellow Portal
- Manage ensemble personnel at orchestral rehearsals, sectionals, and performances
  - Take attendance at events and locate missing musicians
  - Make announcements at rehearsals
  - Manage starts, ends, and breaks at rehearsals
- Oversee brass repertoire classes and proctor seating and Keston MAX auditions
- Communicate with Marketing and Communications department on orchestra rosters for printed programs, proof for accuracy
- Manage housing communication for hired subs
- Oversee the overall well-being of the fellows in regard to the orchestra, communicate any situations that arise with administration

### Candidate Profile

The Music Academy of the West 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 ideally demonstrate some, if not all the following:

- Two years orchestral personnel management experience
- Knowledge of classical music

- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communications skills, including public speaking
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- 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 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 \$20 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), with Subject Header **Orchestra Personnel Manager**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West 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).