



## Position Description

**Title:** Housing Director (1 position available)  
**Department:** Student Services  
**Location:** Santa Barbara, CA  
**Status:** Seasonal, Full-time, Non-Exempt  
**Position Dates:** May 31 to August 8, 2023  
(plus remote part-time onboarding 15 hours/week May 1 – 26)

### Position Summary

The Housing Director (HD) is a member of a dynamic team which manages the residence life program for 140 fellows and summer administration during the Academy's annual Summer School and Festival. The residence life team is comprised of one Housing Director (HD) and three Resident Directors (RDs). They are integral to the fellow experience on the residential campus, helping to shape a positive, inclusive, safe, and supportive culture. The HD organizes social programming and serves as the liaison for campus facilities, resources, and questions. This is a summer "live-in" position (beyond the part-time remote work May 1-26). This position reports to the Director of Student Services & Alumni Programs. This is an excellent opportunity for those with a passion for student life and residential campus programming.

### Position Responsibilities

- Foster an inclusive, safe, and supportive environment for all Academy residents.
- Oversee the community programming and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Coordinate and facilitate fellow Arrivals Week, Orientation Weekend, and Departure Weekend, in collaboration with RDs.
- Lead presentations on campus facilities, policies, and the health & safety plan at various fellow meetings, including Fellow Orientation.
- Coordinate agenda for weekly Residence Life team meetings attended by HD, RDs, campus facilities personnel, and led by the Director of Student Services.
- Conduct weekly individual meetings to provide up-to-date and detailed residential campus reports regarding activities, incident reports, and facilities.
- Serve as primary liaison to residential campus facilities staff, ensuring open communication to address residential needs and maintenance requests.
- Manage residence life event programming and supplies, including event budget.
- Manage staff coverage of campus lounge and office hours.
- Assist in scheduling Academy bus transportation between Academy campuses and venues, and serve as point-person for transportation-related phone calls between administration, fellows, and bus drivers.
- Refer fellow policy violations to the RDs for immediate response; assist in submitting incident reports to Student Services personnel for follow-up incident report meetings.

- Serve as liaison between administration and Academy residents for crisis situations at the residential campus. Situations that may require response and/or intervention include (but are not limited to):
  - Medical emergency
  - Non-emergency illness
  - Mental health
  - Harassment
  - Disruptive or harmful behavior
  - Activities that impair the peace of other residents
  - Smoking violations
  - Illegal or abusive use of alcohol or controlled substances
  - General policy violations
- Take appropriate action in cases of medical emergencies, either assisting fellow(s) to a medical facility by Academy vehicle or securing an ambulance. Emergency protocol guidelines will be supplied by the Academy.
- Assist with implementing and enforcing COVID safety protocols as needed.
- 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:

- Passion for student life and residential campus programming.
- Excellent organizational, interpersonal, supervisory, and communication skills.
- Excellent critical thinking and conflict-resolution skills.
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules.
- Bachelor's degree.
- At least one year of experience in staff supervision, working with diverse populations, and/or advising student organizations.
- One or more years of experience in a full-time professional position in college/university housing, residence life, teaching, or related field.

### **Additional Requirements**

- At least 25 years of age.
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle.
- 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. The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org) using the subject header **MA Housing Director**. 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).