



## **Position Description**

**Position Title:** Talent & Culture Manager  
**Department:** Administration  
**Location:** Santa Barbara, CA  
**Status:** Full-Time, Exempt

### **Position Description**

The Music Academy seeks a positive, forward-thinking Human Resources generalist to create a professional experience that fosters employees coming to work with excitement and energy. We strive for a culture that achieves positive, transparent trust among employees. The ideal candidate has excellent personal skills, high ethical standards, judgment, discretion, and attention to detail. They must balance enforcing policies and mitigating risk, with building an inclusive and vibrant culture for a dynamic team. Our administration includes 23 full-time, 12 part-time, and 30 seasonal employees. This position has a dual reporting structure to the President & CEO and the CFO & VP of Administration, with direct communication to the Board.

### **Position Responsibilities**

#### People, Culture & DEIB

- Establish and implement People and Talent initiatives that effectively communicate and support Music Academy's mission and strategic vision.
- Deliver an equitable and engaging employee experience and culture where everyone feels like they belong.
- Work with CEO and Board leadership to establish a sound plan of management succession that corresponds to the strategy and objectives of the company.
- Develop staff culture-building plan including training, development, meetings, social, and wellness activities.
- Manage organizational meetings and events that are meaningful and foster open communication and idea-sharing.
- Ensure a work environment free from harassment or inappropriate behavior.
- Cultivate interpersonal relationships that encourage openness, candor and trust

#### Learning, Development & Recognition

- Coach employees with job-related guidance and career development plans.
- Monitor employee performance, address performance issues, and provide timely constructive feedback.
- Recognize employee accomplishments and creatively identify motivators for staff.

#### Recruitment & Onboarding

- Manage recruitment process including developing and posting job descriptions, interviewing candidates, and performing reference and background checks
- Determine appropriate classification of employees vs. independent contractors

- Manage employee onboarding and exit interview processes
- Develop summer recruitment and training program for approximately 30 seasonal employees across all departments
- Ensure employees have appropriate technology, tools, and workspace

#### Policies & Administration

- Work closely with the CEO and CFO on developing policies and best practices
- Communicate policies to employees and encourage feedback
- Update employee handbook annually
- Manage COVID policies in compliance with local, state, and federal guidelines
- Stay current with California and federal employer labor laws and general HR best practices
- Conduct research as needed on HR best practices, annual compensation review, etc.
- Maintain employee personnel files

#### Pay & Benefits Administration

- Assist Senior Director of Finance & Administration with payroll processing and timesheet review
- Monitor staff overtime and develop time management strategies for balanced work schedules.
- Administer annual review of performance to align rewards and incentives.
- Coordinate annual benefits open enrollment with insurance brokers and 403B third party administrators
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- Manage workers compensation coverage and claims and review employee safety protocols

### **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:

- Sets an example for professional, engaging, and effective behavior in the workplace
- Excellent listener and actively engages employee conversation
- Excellent interpersonal skills and customer service
- Excellent judgment, accountability, and discretion with sensitive information
- Thorough knowledge of employment-related laws and regulations
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- An eye for detail and a knack for problem-solving
- The ability to work on a team collaboratively or with minimal supervision and adapt to changing work priorities and schedules
- An interest in music or other performing arts is a plus

### **Additional Information**

- Intensive 2023 Summer Festival scheduled June 5-August 7
- All administration, faculty, and fellows on campus must provide proof of COVID vaccination

### **Compensation and Benefits**

This is a full-time, exempt position. Compensation is \$75K-\$85K, commensurate with skills and experience. Music Academy provides a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave and a 403(b) plan.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Talent & Culture Manager**. PDF format only. No phone calls, please.

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).