



## **Position Description**

<b>Position Title:</b>	Advancement Associate
<b>Department:</b>	Advancement / Fundraising / Special Events
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Part-Time, Non-Exempt
<b>Employment Period:</b>	Monday, June 5 through Monday, August 7

### **Position Description**

The Advancement Associate is responsible for supporting the Advancement team with executing donor benefits, fundraising and stewardship events, and other administrative support, as needed. This is an excellent opportunity to gain hands-on fundraising and customer service experience working closely with donors, ticket patrons, and Academy administration. This position reports to the Director of Major Gifts.

### **Position Responsibilities**

- Supports fundraising events and stewardship special events with event logistics, taking RSVPs, coordinating with the Events Manager
- Accepts and confirms reservations for picnic locations for Picnic Concerts and other nights, as requested; work with facilities team to ensure proper table locations and signage
- Works with the facilities team to place parking placards for all donors requiring event parking
- Coordinates fellow and scholarship donor introductions and meeting arrangements
- Provides administrative support to advancement team, as needed
- Works with the ticket office to facilitate donor requests for single ticket purchases and return tickets as needed
- Facilitates the fellow / donor scholarship thank you process
- Maintains professional, polite, and positive attitude
- 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.

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:

- Interest in a career in arts administration and/or arts fundraising
- Experience or desire to learn more about event planning, customer-facing or hospitality roles
- Excellent organizational, interpersonal, and communications skills
- Strong problem-solving skills
- Positive and professional demeanor
- Ability to work on a team and adapt to changing work priorities
- Strong ability to multi-task
- Experience working in Microsoft Office Suite
- Knowledge of classical music a plus

#### **Additional Requirements**

- Some nights and weekends
- All administration, teaching artists, and fellows on campus must provide proof of COVID vaccination

#### **Compensation and Benefits**

This is a seasonal, non-exempt, part-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. Lunch is provided on the Miraflores campus Monday-Friday during the Summer Festival. 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 **Advancement 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: *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the 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; and the new Mariposa Series of concerts by Academy-affiliated artists.