



Position Description

Title:	Facilities & Events Coordinator
Department:	Buildings & Grounds
Location:	Santa Barbara, CA
Status:	Full-time, Non-Exempt

Position Summary:

The Music Academy seeks a dynamic and organized individual to join our team as a Facilities and Events Coordinator (F&EC). This role is pivotal in ensuring the smooth execution of events, maintaining the facility in top-notch condition, overseeing security protocols, and compliance with our Conditional Use Permit (CUP). The ideal candidate will possess a strong blend of organizational, interpersonal, and technical skills to successfully manage a diverse range of responsibilities. This is a new role to the Music Academy and flexibility and a knack for problem-solving are key as our needs evolve. The F&EC reports to the Facilities Manager. Shifts are primarily Tuesday – Saturday, afternoon to evening.

Position Responsibilities:

Event Coordination:

- Serve as the liaison for all event-related execution needs, particularly for evening and weekend coverage
- Inspect facilities to ensure that they conform to customer event requirements
- Coordinate with internal staff and external vendors to seamlessly manage event logistics
- Monitor event activities and enforce compliance with applicable laws and regulations
- Work with event team to ensure satisfaction of participants and resolve any problems that arise, creating a positive and memorable experience for attendees
- Arrange setup, breakdown, and cleanup for events

CUP & Traffic Monitoring

- Assist in compliance with CUP especially around attendance tracking, traffic and parking, and reporting requirements
- Prepare event reports and track attendance for CUP reporting
- Review traffic data weekly with Director of Facilities and CFO
- Assist with onboarding and understanding CUP impacts across departments and operations

Security Oversight:

- Enforce campus traffic regulations and assist with parking control, especially during events
- Patrol premises to detect and report signs of intrusion
- Secure buildings by locking all doors and windows
- Ensure all gates are closed and locked when required
- Assist with emergency response as needed

Facility Maintenance:

- Assist in daily inspections to assess the overall condition of the facility
- Examine areas to determine cleaning and maintenance needs
- Perform light routine maintenance and cleaning in both indoor & outdoor areas (e.g., dusting, wiping tables, emptying wastebaskets, carrying trash to disposal area, replenishing bathroom supplies, changing lightbulbs, watering plants)
- Provide administrative assistance for Facilities Department

Other duties as assigned

Physical Demands:

The physical demands to successfully perform the essential functions of this job may include being able to: regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls; frequently talk and/or hear; occasionally sit; frequently squat, stoop, or kneel; reach above the head and reach forward; daily use hand strength to grasp tools, supplies and equipment; occasionally climb ladders; frequently lift and/or move up to 100 pounds.

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 successful candidate will ideally demonstrate some, if not all, of the following:

- A minimum of 1 year of experience in event coordination and/or facility maintenance or a similar role
- Communicate effectively in English, both verbally and in writing
- Familiarity with basic MS Office and ability to input data
- Strong organizational and multitasking abilities with attention to detail
- Excellent customer service, communication and interpersonal skills
- Problem-solving skills to handle unforeseen challenges
- Knowledge of relevant regulations and safety standards
- Collaborate with minimal supervision and adapt to changing work priorities and schedules
- Prior experience in event planning software is a plus

Additional Requirements

- Nights and weekends are required
- Must be available during Summer School and Festival, June 8 – August 4, 2024.

Benefits and Compensation:

This is a non-exempt, full-time position. The pay range is \$20 -25 per hour, commensurate with skills and experience. Music Academy provides a comprehensive benefit package for full-time employees, which includes health, dental and vision coverage, life insurance, paid vacation, and sick leave, and a 403(b) 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 **Facilities & Events Coordinator**. 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. The Music Academy provides artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: the annual eight-week Summer School & Festival which trains up to 140 fellows ages 18-34 and presents more than 120 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the MAX (Music Academy Exchange) partnership with international orchestras; the Innovation Institute's Alumni Enterprise Awards; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, please visit musicacademy.org.

