



Position Description

Title:	Manager of Fellow & Alumni Engagement
Department:	Student Services
Location:	Santa Barbara, CA
Status:	Full-time / Non-Exempt

Position Summary:

The Manager of Fellow & Alumni Engagement (MFAE) is a key member of the Academy's Student Services Department, reporting to the Dean. The Music Academy provides a transformative summer training experience for 140 exceptional musicians (fellows), ages 18-34, which encourages artistry, innovation, and community and an ongoing meaningful connection between the Music Academy and its alumni. The MFAE is someone who is positive, approachable, forward-thinking, empathetic and a logistical dynamo. This position promotes a supportive culture that enriches the fellows' off-stage experience through dynamic social, wellness, and career development programming, intentional feedback forums, and community outreach. The MFAE helps maintain the Academy's relationship-driven culture and supportive network for alumni through unique year-round alumni engagement efforts. This is an excellent growth opportunity for someone pursuing a professional career in arts administration with an emphasis on student life and career development.

Position Responsibilities:

- **Fellow Engagement:**
 - Foster an inclusive and supportive environment where everyone feels like they belong.
 - Collaborate on Festival recruitment, marketing, and admissions materials.
 - Facilitate fellow onboarding resources and Orientation meetings.
 - Coordinate Music Academy's Wellness Program practitioners and resources, focusing on principles and practices that support and sustain musicians' careers.
 - Coordinate forums/meetings among fellows and administration to regularly gauge Festival success and areas of opportunity.
 - Administer online Fellow Portal and other Student Services materials and surveys.

- Collaborate with other Academy departments to support overall joint operations among Student Services and artistic programming, innovation, marketing, and fundraising efforts.
- **Compeer Program:** The Academy's defining community engagement program which unites audience members with Academy fellows in meaningful friendships.
 - Serve as a liaison for the Compeer & Alumni Programs Committee.
 - Facilitate Compeer recruitment and retention efforts.
 - Participate in the Compeer matching process.
 - Coordinate Compeer Program materials, including matching notifications and Compeer handbook, online Compeer Portal, and other resources.
 - Coordinate Compeer Program activities, including studio gatherings during the Festival.
- **Alumni Engagement / Career Development:**
 - Assist in curating professional development training opportunities during the Summer Festival.
 - Research best practices in the field and identify key areas of need for professional development for musicians.
 - Collaborate with Academy leadership team in identifying industry leaders to serve as speakers for career development workshops/seminars; develop a comprehensive schedule for their involvement during the Summer Festival and beyond.
 - Develop systems and methods to track the effectiveness and impact of Innovation and career development programs.
 - Facilitate Alumni Program initiatives under the leadership of the Dean including alumni career tracking, outreach, website features, and social media.
 - In collaboration with the Dean, coordinate the annual Alumni Enterprise Awards. Provide overall project management including AEA recruitment, coordination of the application and selection process, and administer the cash award(s).
 - Facilitate alumni performance opportunities at the Music Academy.
 - Manage alumni database in Raiser's Edge.
 - Travel to select cities for regional alumni events.
- Other duties as assigned.

Candidate Profile:

The Music Academy values diverse colleagues 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:

- A minimum of 2 years of professional experience in a nonprofit or performing arts environment.
- Education and/or experience equivalent to a bachelor's degree in a related field. Experience in an academic setting preferred.
- Superb written and verbal communication skills.
- Strong social and interpersonal skills.
- Excellent organizational and event planning skills.
- The ability to excel in a collaborative team environment and adapt to changing work priorities and schedules.
- Strong technical abilities including advanced Excel and Microsoft Office skills.
- Experience in managing a variety of projects.
- A desire to work directly with musicians at the post-secondary level. A passion for classical music, musicians, or the performing arts is a plus.
- Be committed to:
 - Developing programs and opportunities that support community engagement and entrepreneurial leadership training.
 - Investing in the professional growth of artists and the cultivation of new audiences.
 - Extending the brand of the Music Academy of the West as an international thought leader and change maker in classical music.

Benefits and Compensation:

This is a full-time, non-exempt position. Compensation is \$25-30 hourly, commensurate with skills and experience. The 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.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Manager of Fellow & Alumni Engagement**. 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. 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.