



Position Description

Position Title:	Summer Housing Director (1 position available)
Department:	Student Services
Location:	Santa Barbara, CA
Status:	Seasonal, Full-time, Non-Exempt
Employment Period:	May 29 to August 6, 2024

Position Summary

The Music Academy hosts a world-class summer program for great classically-trained musicians, ages 18-34, who train and perform for eight weeks and cultivate tools they need to not only become better the artists, but great leaders and artists of impact. The Housing Director (HD) is a member of a dynamic team which manages the residence life program during the Academy's annual Summer School and Festival. The Music Academy houses up to 140 fellows (student musicians enrolled on full scholarship) and select summer administration during the Summer Festival. The residence life team, under the direction of the Student Services department, is comprised of one Housing Director (HD) and three Resident Directors (RD) and plays an integral role in the fellow experience. The HD helps shape a positive, inclusive, safe, and supportive culture at the residential campus through social programming and serving as the liaison for campus facilities, resources, and questions. This is a summer "live-in" position.

Position Responsibilities

- Foster an inclusive, safe, and supportive environment for all Academy residents.
- Oversee the 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 Fellow Orientation presentations regarding campus facilities and policies.
- Coordinate agenda for weekly Residence Life team meetings attended by HD, RDs, campus facilities personnel, and led by the Student Services team.
- Attend weekly individual meetings with Student Services personnel to provide detailed residential campus updates regarding activities, incident reports, and facilities.
- Serve as primary liaison to residential campus facilities staff, ensuring dialogue that addresses and resolves all campus facilities needs and maintenance requests.
- Manage all residence life event programming and supplies, including event budget.
- Supervise campus lounge up to 2 nights per week, for 4-5 hours each evening.
- Assist in scheduling Academy bus transportation services between Academy campuses and venues.
- 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 may include (but are not limited to):
 - Natural disaster
 - Medical emergency
 - Non-emergency illness
 - Mental health
 - General policy violations
 - Activities on the residential campus that impair the peace of other residents
 - Smoking violations (Academy main and residential campuses are smoke-free)
 - Illegal or abusive use of alcohol or controlled substances
 - Any potentially harmful behavior caused by or affecting an Academy resident
 - Harassment
- 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.
- Perform additional duties accommodating the safety and health of Festival participants (administration, fellows, teaching artists, audiences, and community members).
- Serve as on-call/on-duty Resident Director in the event that a Resident Director is unable to fulfill their commitments.

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 ideally demonstrate some, if not all:

- 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.
- Passion for student life and residential campus programming.

Preferred Qualifications

- Bachelor's degree.
- 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.
- One or more years of experience in a full-time professional position in college/university housing, residence life, teaching, or related field.
- At least one year of experience in staff supervision, working with diverse populations, and/or advising student organizations.

Reporting Structure

The Housing Director reports to Manager of Student Services.

Compensation and Benefits

- This is a non-exempt, temporary position with an hourly rate of \$18 to be paid every two weeks per the Academy's payroll schedule.
- Private single room (with shared bathroom facility) with linens provided.
- Full meal plan.

- Seasonal employees are entitled to accrue sick leave as per California state law. No other benefits apply.
- The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.
- Option to attend Music Academy concerts and seminars.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org using the subject header **MA Summer Housing Director**. 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.