



Position Description

Position Title: *Sing!* Site Coordinator (two positions available)

Department: Artistic Operations

Location: Santa Barbara, CA

Status: Part-time, Non-Exempt

Position Summary:

The Music Academy of the West is committed to serving the youth of Santa Barbara with the highest level of excellence in choral instruction and music education through its *Sing!* program, now in its sixth year. *Sing!* Site Coordinators are instrumental to implementing the program's vision and building relationships in our community. This position reports to the Artistic Director of *Sing!*.

Position Responsibilities:

- Set up and break down *Sing!* Program rehearsal spaces.
- Take attendance at every rehearsal and contact parents when absences occur.
- Provide behavior management during *Sing!* Program rehearsals and All-Choir rehearsals; provide musical guidance as appropriate.
- Plan and assist in the execution of various *Sing!* Program performance activities.
- Participate in program-wide problem-solving and decision-making.

Other:

- Other duties as assigned.

Candidate Profile:

The Music Academy of the West 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 passion for and knowledge of classical vocal music
- Experience working with children in a music education setting
- Ability to work with diverse communities and multiple stakeholders, including local school systems
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules
- Education and/or experience equivalent to a bachelor's degree in music, music education, or a related field.
- Commitment to investing in the professional growth of young artists and the cultivation of new

audiences

- Spanish proficiency is a plus

Additional Information:

- The work schedule may vary but will consist primarily of:
 - Weekly: 3-5 separate rehearsals (1.5-2 hours each) at designated *Sing!* sites
 - Bi-Weekly: 1-hour team meetings
 - Monthly: 3-hour All-Choir rehearsals at Music Academy of the West
- Some nights and weekends may be required
- Must provide own transportation to and from rehearsals or performances

Benefits and Compensation:

This is a non-exempt, part-time temporary position up to 10 hours weekly, at an hourly rate of \$20, commensurate with experience. Temporary employees are entitled to accrue sick leave as per California state law. No other benefits are included.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Sing! Site Coordinator**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West 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 of the West 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; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, visit musicacademy.org.