



## Position Description

<b>Position Title:</b>	Manager of Artistic Operations, Lehrer Vocal Institute (LVI)
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA Santa Barbara residency – June 3 through August 16, 2025 (Dates TBC)
<b>Status:</b>	Part-Time, Non-exempt

### Position Description

The Manager of Artistic Operations, LVI is responsible for the day-to-day administration of the Music Academy's summer vocal program. The position is part-time, year-round, with full-time residency in Santa Barbara during the Summer Festival. This position reports to the Chief Artistic Officer (CAO) and works closely with Music Academy administration, teaching artists, and clients.

### Position Responsibilities

#### Duties Non-Summer (January – end of May and mid-August – end of December)

- In coordination with Chief Artistic Officer and Artistic Operations team:
  - Create comprehensive document outlining plans for 2025 (and beyond)
  - Serve as primary support to LVI Co-Directors throughout the planning process
  - Schedule planning meetings, organize agendas and track timeline and process
  - Recruit, hire, and onboard summer LVI Artist Assistant
  - Plan LVI teaching artist residencies
- Manage and coordinate LVI Summer Festival programming and related activities, including:
  - Assist with and attend LVI audition tour
  - Plan and execute programming in coordination with LVI Co-Directors and teaching artists
  - Ensure frequent communication with incoming fellows on festival assignments and matters of musical preparation
- Identify and secure auxiliary chorus members, supernumeraries and additional support in collaboration with Dean of Students, Music Academy administration, mainstage opera director and LVI Production Manager.
- Create master schedule in ArtsVision for all LVI events in coordination with LVI co-Directors, teaching artists, Music Academy administration, production/creative team, and other guest artists. Maintain strong communication with other Artistic Operations personnel in the scheduling and planning process.
- Assist LVI Production manager with hiring of summer production staff and creatives.
- Draft and execute all contracts pertaining to the LVI (guest artists, creatives, production personnel, et al)

- Assist Artistic Operations staff with housing needs for LVI artists, creatives and staff
- Work with CAO and Sing! Director to integrate the Sing! program into the LVI summer curriculum
- Other duties as assigned

#### **Duties Summer Residency (June – mid-August)**

- Lead operations for the Lehrer Vocal Institute including set-up of summer office on Westmont campus
- Supervise summer LVI Artist Assistant and coordinate with summer production team, Music Academy Administration, LVI Co-Directors, and teaching artists
- Oversee and manage master schedule in ArtsVision for rehearsals, performances, masterclasses, lessons, and coachings
- In coordination with LVI Co-Directors and production team, produce LVI events and provide necessary administrative support for masterclasses, opening night concert, Marilyn Horne Song Competition, Industry Day, and auxiliary chorus Studio Artist program
- In coordination with LVI Production Manager, manage rehearsal schedules for all events, including but not limited to opera and special project events and guest artist residencies
- In coordination with Music Academy Marketing Department, prepare printed programs and translations where necessary for all LVI and affiliated events
- Manage Directing Fellow program
- Manage LVI fellows' participation in chamber music programs
- Attend weekly stand-up and production meetings on Music Academy main campus
- In coordination with CAO and LVI teaching artists, schedule and attend regular lunch meetings on Westmont campus
- Ensure steady communication between LVI and Music Academy main campus

#### **Review and Closure (mid-August – end of August)**

- In coordination with LVI Production Manager, manage tracking and payment of all expenses related to productions, ensuring all vendor invoices are submitted by August 31
- Debrief with Music Academy and LVI personnel on summer productions and processes

#### **Candidate Profile**

The Music Academy of the West seeks to hire candidates 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, of the following:

- Local candidate preferred
- Familiarity with and enthusiasm for operatic and song repertoire
- Experience in arts administration
- Experience with ArtsVision, or similar scheduling software
- Experience managing timelines, budgets and teams
- Excellent written and verbal communication skills
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor

### **Additional Requirements**

- During the Summer Festival, nights and weekends will be required, including rehearsal and concert duty.
- Non-Festival work may have flexible remote options, although in-person is preferred

### **Compensation and Benefits**

This is a year-round, part-time position. Compensation is \$25 – 28 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits except where required by law.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Manager of Artistic Operations, Lehrer Vocal Institute**. 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](http://musicacademy.org).