



## Position Description

<b>Position Title:</b>	Artist Liaison
<b>Department:</b>	Artistic Operations
<b>Location:</b>	Santa Barbara, CA
<b>Status:</b>	Seasonal, Full-Time, Non-Exempt
<b>Employment Period:</b>	Remote orientation sessions during the week of June 2, 2025 In Person: Monday, June 9 through Monday, August 11, 2025

*Housing provided for non-local employees Sunday, June 8 through the morning of Tuesday, August 12, 2025.*

## Position Summary

The Artist Liaison plays a vital role in supporting some of the industry's most renowned artists. This individual helps to facilitate an exceptional experience for all of the Music Academy's guest artists during the Summer School & Festival. The Artist Liaison reports to the Artistic Operations Manager and works closely with the entire Music Academy administration to ensure seamless coordination for all guest artist appearances. This role works in a dynamic team environment, offering valuable insights into arts non-profit operations and artist management.

## Position Responsibilities

- Create and distribute artist itineraries and welcome packets
- Arrange ground transportation for guest artists, including driving a Music Academy vehicle when needed
- Coordinate guest artist hospitality, including fulfilling rider requests, preparing green rooms, and providing backstage support
- Facilitate logistics for guest artist appearances including interviews, receptions, masterclasses, rehearsals, and concerts
- Serve as primary contact for guest artists, including attendance at all guest artist appearances
- Manage post-engagement communications with artists, including processing reimbursement receipts and distributing recordings
- Other duties as assigned

## 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 ideal candidate will demonstrate some, if not all, of the following:

- Background in classical music
- Professional conduct and forward-facing demeanor

- Exceptional hospitality and customer service
- Ability to work well under pressure
- Excellent written and verbal communication skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Valid driver's license and clean driving record
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Previous summer festival experience a plus

### **Additional Requirements**

- Some nights and weekends, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues

### **Compensation and Benefits**

This is a seasonal, non-exempt, full-time position. Compensation is \$18 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing and meals are included during the summer residency for those not based in the Santa Barbara area. Lunch is provided on the Miraflores campus Monday-Friday for those not on the residential meal plan. Complimentary tickets are offered when available.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Artist Liaison**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

To apply for multiple positions, please include separate letters of interest for each position.

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.

### **Our MISSION**

The mission of the Music Academy of the West is to provide classically trained musicians and diverse audiences with transformative educational and performance experiences. We support musicians to expand their talents, inspire each other, and pursue artistic innovation.

### **About the Music Academy of the West**

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 Academy provides classically trained musicians and diverse audiences with transformative educational and performance experiences. The Music Academy's programs include an annual eight-week Summer School & Music Festival (June 15 through August 9, 2025) which trains up to 150 fellows ages 18-34 and presents more than 130 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir that performs with local, national, and international partners; the innovative Alumni Enterprise Awards; and Mariposa Concert Series.

For more information, please visit [musicacademy.org](http://musicacademy.org).