



## Position Description

<b>Position Title:</b>	Artistic Program Coordinator (2 Positions Available)
<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 Artistic Program Coordinators (APCs) work closely with the Music Academy administration, teaching artists, and fellows to produce over 100 events including masterclasses, competitions, and evening concerts. Duties include managing masterclass assignments, assisting with room scheduling, and collecting and distributing program information. The APCs report to the Director of Artistic Operations. This is an excellent opportunity for those looking to explore a career in arts administration.

## Position Responsibilities

- Communicate with fellows and teaching artists regarding logistics for public events, specifically instrumental masterclasses
- Work with collaborative piano teaching artists to manage collaborative pianist requests and schedules for lessons, rehearsals, studio classes, and masterclasses as needed
- Collect information and generate accurate printed programs for instrumental masterclasses
- Coordinate stage requirements with the production team and distribute run of show documents
- Assist with backstage concert duty
- Proctor auditions and competitions
- Reserve masterclass, concert, audition, and competition warm-up rooms
- 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 Music Academy seeks two Artistic Program Coordinators. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

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

- Background in classical music, education, and/or administration

- Knowledge of instrumental solo and chamber repertoire
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- 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
- Valid driver's license and clean driving record
- 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 is provided, along with transportation and travel assistance during the summer residency for those not based in the Santa Barbara area. Lunch is provided Monday-Friday. 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 **Artistic Program Coordinator**. 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.

### **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).