



Position Description

Position Title:	Assistant Librarian
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	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 Assistant Librarian supports all activities of the chamber circulation and orchestra library, including the preparation, distribution, and collection of music for multiple orchestra concerts, various opera productions, and chamber performances. The Assistant Librarian works closely with the Music Librarian, teaching artists, conductors, fellows, and Music Academy administration and reports to the Director of Artistic Operations. This is an excellent opportunity for those interested in arts administration and music library management.

Position Responsibilities

- Provide customer service to teaching artists and fellows
- Check music and folders in/out and locate solo/chamber music in library stacks
- Support marking of string bowings; mark and bow parts as indicated by the conductor and string masters
- Prepare practice parts and orchestra folders
- Prepare and distribute audition and competition packets
- Distribute folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes
- Maintain library database in ArtsVision
- 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:

- Knowledge of classical music and opera
- Ability to read music
- Experience marking string bowings
- Knowledge of foreign language musical terms

- Experience with music engraving, by hand or notation software
- Experience working in a music library (performance or academic)
- Ability to lift and distribute heavy boxes of music (up to 50 pounds)
- 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
- 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, using the subject header **Assistant Librarian**. 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.