



Position Description

Position Title:	Chamber Music Coordinator
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	(Part-Time, Remote) Monday, March 31 through Friday, June 6, 2025 (Full-Time, 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 Chamber Music Coordinator oversees all activities of the chamber music program during the Summer School & Festival, culminating in approximately 15 concerts. The Chamber Music Coordinator works closely with teaching artists, fellows, and Music Academy administration and reports to the Artistic Operations Manager. This is an excellent opportunity for those looking to explore a career in arts administration and gain valuable insight into arts non-profit operations.

Position Responsibilities

- Assist in the chamber assignment process by creating and distributing assignment documents, maintaining updated databases, and communicating assignments to personnel
- With support from the Artistic Operations Manager, create and manage rehearsal and coaching schedules for fellow ensembles, communicating any changes promptly
- Serve as the primary contact for teaching artists, fellows, and administration regarding the chamber music program
- Generate accurate printed programs for chamber concerts
- Coordinate stage requirements with the production team and distribute run of show documents for chamber music concerts
- Attend dress rehearsals and assist with backstage concert duty for chamber music concerts
- Oversee fellow chamber projects, including managing requests, repertoire, and personnel recruitment
- Implement Fellow Speaking Program for concert introductions
- Assist with instrumental lesson scheduling
- 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 music, music education, or music administration
- Knowledge of classical music and chamber repertoire
- Ability to read music and scores
- 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 \$20 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 **Chamber Music Coordinator**. 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.

