



Position Description

Position Title:	Lehrer Vocal Institute Coordinator
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 for non-local employees Sunday, June 8 through the morning of Tuesday, August 12, 2025.

Position Description

The Lehrer Vocal Institute Coordinator supports the day-to-day operations of the Lehrer Vocal Institute (LVI). The Lehrer Vocal Institute Coordinator acts as the first point of contact and liaison between all voice and vocal piano fellows, Lehrer Vocal Institute teaching artists, mainstage opera staff, and visiting guest artists. This role is integral in maintaining the Institute's overall schedule. This position reports to the Lehrer Vocal Institute Manager of Artistic Operations.

Position Responsibilities

Assist the Lehrer Vocal Institute Manager of Artistic Operations with the following:

- Generate accurate printed programs and texts/translations for LVI public events (masterclasses, opera, Marilyn Horne Song Competition, etc.)
- Assist with backstage concert duty for LVI public events, including distribution of run show documents
- Facilitate communication between Lehrer Vocal Institute fellows, teaching artists, and other Music Academy constituents
- In coordination with the Lehrer Vocal Institute Manager of Artistic Operations, create and manage schedules for rehearsals, performances, masterclasses, lessons, and coachings; manage and track schedule change requests
- Run supertitles for the mainstage opera and/or other events
- Provide general office support for Lehrer Vocal Institute teaching artists and fellows
- Other duties as assigned

Professional Requirements

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:

- Knowledge of classical music production
- Knowledge of vocal repertoire
- Ability to read music

- Experience with theater audio and lighting
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications 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

Additional Requirements

- Some nights and weekends are required, including concert duty.
- Frequent travel between Music Academy's Miraflores campus, Westmont 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 **Lehrer Vocal Institute Coordinator**. PDF format only. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

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.