



Position Description

Position Title:	Program Editor & Marketing Assistant
Department:	Marketing and Communications
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	Monday, May 26 through Saturday, August 9, 2025

Position Summary

The Program Editor & Marketing Assistant promotes events during the annual Summer School and Festival through printed programs and general marketing support while adhering to the Music Academy's brand. The position will divide its time between creating, editing, routing, and printing programs and working with the Marketing and Communications department on essential projects to promote the 120+ Summer Festival events.

This is a great opportunity for someone who has a passion for event marketing. This position works closely with administration, fellows, and teaching artists, and reports to the Senior Director of Marketing & Communications.

Position Responsibilities

Program Editor

- Utilize the ArtsVision (training provided) scheduling platform and work in Adobe Acrobat
- Update Playbill content via the Canva template
- Review program content for accuracy and edit to meet Academy Brand and Style guidelines
- Communicate with multiple departments to route and revise programmatic and sponsorship content
- Manage the printing of programs, including troubleshooting, archiving, and timely delivery

Marketing Assistant

- Update website details using wordpress
- Create events ads for program via the Canva template
- Post event listings on external sites
- Manage campaign trackers using Airtable
- Execution of grassroots campaigns
- General department support as needed

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:

- Superb writing ability
- Technical savvy with email and website platforms
- Strong social and interpersonal skills
- Exceptional organizational and time management skills
- Positive and professional demeanor
- Ability to work on a team and adapt to changing work priorities
- An interest in the performing arts or classical music is a plus
- Design skills in Canva, Adobe a plus
- Local candidate preferred

Additional Requirements

- Some nights and weekends
- Occasional travel between Music Academy's Miraflores campus and off-site venues
- In-person, office on site

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, transportation, and travel assistance are available 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 **Program Editor & Marketing Assistant**. 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.