



Position Description

Position Title:	Summer Lead Resident Coordinator (1 position available)
Department:	Student Services
Location:	Santa Barbara, CA
Status:	Seasonal, Full-time, Non-Exempt
Employment Period:	June 3 – August 12, 2025

Position Summary

The Lead Resident Coordinator (LRC) is an integral part of the Music Academy's dynamic Residence Life team, leading the residential life program during the annual Summer School and Festival under supervision of the Manager of Student Services. This "live-in" position fosters an inclusive, safe, and supportive living environment for the Academy's 140 fellows (student musicians aged 18-34 on full scholarship) and select summer administration. The LRC leads a team of Resident Coordinators (RCs) and helps shape a positive residential experience by overseeing programming, enforcing policies, and serving as the primary liaison between residents and administration.

Position Responsibilities

- Provide leadership and guidance to Resident Coordinators (RCs), fostering teamwork and ensuring effective communication and collaboration within the Residence Life Team
- Support the Manager of Student Services in implementing Residence Life initiatives and addressing fellow needs
- Foster a welcoming, inclusive, and safe environment for all Academy residents
- Oversee Residence Life programming, events and initiatives aligned with the Academy's mission, vision, and values
- Coordinate fellow Arrivals Week, Orientation Weekend, and Departure Weekend in collaboration with RCs
- Lead Fellow Orientation presentation regarding campus culture, policies, procedures, and opportunities for social programming.
- Serve as point person for questions regarding Academy bus transportation service between Academy campuses and venues
- Staff the residence life office several hours daily when on-duty
- Perform daytime and evening rounds of the residential campus when on-duty
- Participate in weekly Residence Life Team and facilities meetings
- Participate in weekly individual meetings with Student Services personnel
- Provide on-duty staff coverage/supervision of campus lounge 2-3 evenings per week, for 4-5 hours each evening. Weekend evening lounge coverage requires two RCs on-duty
- Manage the budget for Residence Life events and supplies, ensuring appropriate use of resources
- Ensure campus policies are enforced, and address policy violations promptly, including:
 - Natural disasters

- Medical emergencies or illnesses
- Mental health crises
- Policy Violations, including substance use and harassment
- Disruptive behaviors affecting residents
- Provide daily operational updates during weekly meetings with Student Services personnel
- Complete and submit incident reports to Student Services for review and follow-up
- Perform other duties as assigned to support the health and safety of Festival participants, including residents, fellows and community members

Candidate Profile

The Music Academy values diverse colleagues 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:

- Strong organizational, interpersonal, supervisory, and communication skills
- Experience in conflict resolution and critical thinking
- Ability to work independently, adapt to changing priorities, and collaborate within a team environment
- Passion for student life and residential campus programming

Preferred Qualifications

- Bachelor's degree
- At least 21 years of age (to be able to monitor alcohol lounge hours)
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- One or more years of experience in residence life and/or campus leadership, preferably in a university or music festival setting working with diverse populations

Reporting Structure

The Lead Resident Coordinator reports to the Manager of Student Services.

Compensation and Benefits

- This is a non-exempt, temporary position with an hourly rate of \$20.00 to be paid every two weeks per the Academy's payroll schedule
- Private single room (with shared bathroom facility) with linens provided
- Full meal plan valued at \$3,500
- Seasonal employees are entitled to accrue sick leave as per California state law. No other benefits apply
- The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only
- Option to attend Music Academy concerts and seminars

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org using the subject header **Summer Lead Resident Coordinator**. 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.