



## Position Description

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| <b>Position Title:</b>    | Summer Resident Coordinator (3 positions available) |
| <b>Department:</b>        | Student Services                                    |
| <b>Location:</b>          | Santa Barbara, CA                                   |
| <b>Status:</b>            | Seasonal, Full-time, Non-Exempt                     |
| <b>Employment Period:</b> | June 3 – August 12, 2025                            |

### Position Summary

The Resident Coordinator (RC) is an integral part of the Music Academy's dynamic Residence Life team, supporting 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 RC is the primary contact for Academy residents while on the residential campus and helps shape a positive residential experience by overseeing programming, enforcing policies, and serving as the primary liaison between residents and administration. Three RCs coordinate an on-call rotation during the festival period, equaling four or five days per week.

### Position Responsibilities

- 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
- Assist in leading Fellow Orientation presentation regarding campus culture, policies, procedures, and opportunities for social programming.
- Provide on-duty staff coverage of campus lounge 2-3 evenings per week, for 4-5 hours each evening. Weekend evening lounge coverage requires two RCs on-duty
- Staff the residence life office one to two 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
- Serve as the primary residential campus contact for all Academy residents, addressing any questions and concerns that arise
- While on-duty, RCs may leave the residential campus for Academy-related meetings/errands only, provided they are no more than 15 minutes away. At least one RC is on campus at all times during the festival.
- 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 Resident Coordinators report to the Manager of Student Services.

### **Compensation and Benefits**

- This is a non-exempt, temporary position with an hourly rate of \$18.00 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](mailto:hr@musicacademy.org) using the subject header **Summer 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](https://musicacademy.org).