



Position Description

Position Title:	Manager of Pre-College and Alumni Programs
Department:	Student Services
Location:	Santa Barbara, CA
Status:	Non-Summer Part-time, Non-Exempt Summer Full-time, Non-Exempt

Position Summary

The Manager of Pre-College and Alumni Programs (MPCAP) is a key member of the Student Services Department, primarily responsible for assisting in the launch of and managing a new 2-week, pre-college program within the Music Academy Summer School & Festival for musicians between the ages of 14-18. In addition, the MPCAP will manage alumni and fellow engagement events throughout the year. This role works closely with the Artistic Operations team, Teaching Artists, and Residence Life staff to ensure a safe, enriching and well-organized program. The ideal candidate is creative, flexible, and eager to take on new challenges. This position is part-time year-round and full-time in the summer. They report directly to the Dean.

Position Responsibilities

- **Pre-College Program:**
 - Assist in the launch of the Pre-College Artist Program, overseeing recruitment, application, audition, admission, and onboarding processes.
 - Manage communications with applicants, parents, and teaching artists.
 - Collaborate on residence life program design and create daily schedules in coordination with artistic operations to ensure alignment with organizational goals.
 - Ensure student safety, supervision, and well-being both on and off campus.
 - Ensure compliance with all applicable regulations and internal policies (e.g., Mandated Reporter training, health protocols, etc.)
 - Cultivate relationships with high schools, youth orchestras and private instructors to expand applicant pipelines and recruit top-tier young musicians.
 - Collaborate with the Marketing team to develop effective recruitment and promotional materials.
 - Coordinate residence life logistics including housing, registration, orientation, and health and wellness services.
 - Track and manage program budgets, supplies, and related administrative documentation.
- **Alumni & Fellow Engagement:**
 - Assist in curating alumni events and professional development opportunities.

- Support coordination of fellow extracurricular programming and assist with Compeer Program matching and event planning logistics.
- Facilitate Alumni Program initiatives including alumni career tracking, outreach, website features, and social media.
- Track alumni career news and manage alumni database in Raiser's Edge.
- Travel to select cities for regional alumni events.
- Assist with fellow extracurricular activities, including Compeer Program.
- Perform 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:

- A minimum of 3 years' experience working with music education programs
- Participation in a pre-college music festival, arts education program, or similar overnight camp experience preferred
- Strong skills in database management and scheduling systems
- Excellent organizational, interpersonal, and communication skills
- Effective collaboration and problem-solving abilities
- A positive, professional demeanor and adaptability in dynamic environments
- Proficiency in using computers, office software, AV tools, and standard event-related equipment
- Local candidate preferred

Additional Requirements

- Daytime availability is required with flexibility to work evenings and weekends during the program
- Occasional travel between Music Academy's Miraflores campus and off-site venues
- A valid Driver's License with clean driving record to drive for essential job duties

Compensation and Benefits

This is a non-exempt, part-time position. The anticipated hiring range is \$25-30 per hour. The pay range posted for this position reflects what Music Academy of the West reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions. Part-time employees are not eligible for Music Academy benefits unless required by law.

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.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the

subject header **Manager of Pre-College and Alumni Programs**. PDF format only. No phone calls, please. 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.