



## **Position Description**

**Position Title:** Director of Talent & Culture  
**Department:** Administration  
**Location:** Santa Barbara, CA  
**Status:** Full-Time, Exempt

### **Position Description**

The Music Academy of the West seeks a positive, forward-thinking Director of Talent & Culture to develop a professional employee experience that fosters engagement, collaboration, and enthusiasm. The ideal candidate has excellent personal skills, high ethical standards, judgment, discretion, and attention to detail. They must balance enforcing policies and mitigating risk with building an inclusive and vibrant culture for a dynamic team. Our administration includes approximately 25 full-time, 12 part-time, and 30 seasonal employees. This position reports to the CFO & VP of Administration, with direct communication to the President & CEO and to the Board.

### **Position Responsibilities**

#### People, Culture & DEIB

- Establish and implement initiatives that effectively support the Music Academy's mission and strategic vision
- Deliver an equitable and engaging employee experience and culture where everyone feels like they belong and have impact
- Develop staff culture-building plan that includes training, development, and social and wellness activities
- Manage organizational meetings and events to foster open communication and idea-sharing
- Ensure a work environment free from harassment or inappropriate behavior
- Cultivate interpersonal relationships that encourage openness, candor, and trust

#### Learning, Development & Recognition

- Guide employees with job-related goals and career development plans
- Coach managers with effective strategies for supervising employees and understanding company policies and government regulations
- Monitor employee performance, address performance issues, and provide timely constructive feedback
- Recognize employee accomplishments and creatively identify motivators for staff

#### Recruitment & Onboarding

- Manage recruitment process including writing and posting job descriptions, interviewing candidates, and performing reference and background checks
- Determine appropriate classification of employees vs. independent contractors
- Manage employee onboarding and exit interview processes

- Develop summer recruitment and training program for approximately 30 seasonal employees across all departments
- Work with CFO and outsourced IT vendor to ensure employees have appropriate technology, tools, and workspace

#### Policies & Administration

- Work closely with CEO and CFO on developing policies and best practices
- Communicate policies to employees and encourage feedback
- Update employee handbook annually
- Manage COVID policies in compliance with local, state, and federal guidelines
- Stay current with California and Federal labor laws
- Research and implement HR best practices
- Maintain employee personnel files
- Manage HR budget

#### Pay & Benefits Administration

- Review timesheets and assist with payroll processing in conjunction with Senior Director of Finance & Administration
- Monitor staff overtime and develop time management strategies for balanced work schedules
- Administer annual performance review process
- Coordinate benefits open enrollment with insurance brokers and third party administrators
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective
- Manage workers compensation policy and claims and review employee safety protocols

#### **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:

- Exemplifies professional behavior in the workplace
- Excellent listener and actively engages employee conversation
- Exceptional interpersonal and customer service skills
- Excellent judgment, accountability, and discretion with sensitive information
- Thorough knowledge of employment-related laws and regulations
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- The ability to work on a team collaboratively or with minimal supervision
- The ability to adapt to changing work priorities and schedules
- An interest in music or other performing arts is a plus

#### **Additional Information**

- Intensive Summer Festival scheduled annually early June to mid-August

#### **Compensation and Benefits**

This is a full-time exempt position. Annual salary is \$80,000 - \$90,000, commensurate with skills and experience. The Music Academy provides a comprehensive benefit package for full-

time employees, which includes health, dental, and life insurance, paid vacation, sick leave, and holidays, and a 403(b) plan.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Director of Talent & Culture**. PDF format only. No phone calls, please.

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.

### **About the Music Academy**

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 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; and Mariposa Concert Series.

For more information, visit [musicacademy.org](http://musicacademy.org).