



Position Description

Position Title:	Production Associate
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Non-Exempt, Non-Summer Part-Time, Non-Exempt, Summer Full-time (June 8 – August 10, 2026)

Position Description

Production Associates support the production and stage crew needs of the Music Academy's artistic programs and rental events. Duties include stage management for events in Hahn Hall, Lehmann Hall, and Weinman Hall, managing properties for rehearsals and during concerts, and providing logistical support for off-campus events as needed. Production Associates report to the Manager of Production and Technology and works closely with Music Academy administration, guest artists, and rental clients. This position offers valuable hands-on experience in stage operations and live event production.

Position Responsibilities

- Work with the Manager of Production and Technology to advance and execute production elements for internal, external, public, and private events
- Work as an assistant stage manager or stage crew for events
- Operate basic live sound equipment during events
- Operate basic lighting equipment during events
- Serve as additional production staff for other projects as needed

Physical Demands

The physical demands to successfully perform the essential functions of this job may include being able to: regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls; frequently talk and/or hear; occasionally sit; frequently squat, stoop, or kneel; reach above the head and reach forward; daily use hand strength to grasp tools, supplies and equipment; occasionally climb ladders; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Candidate Profile

The Music Academy of the West 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.

Note that the Music Academy looks to fill up to three part-time Production Associate positions. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

The ideal candidate will demonstrate some, if not all, of the following:

- Knowledge of classical music production and previous production experience
- Ability to lift up to 50 lbs
- Ability to read music
- Experience with theatre audio and lighting
- Experience with ArtsVision, or similar scheduling software, a plus
- Excellent written and verbal communications skills
- Strong critical thinking, strategic planning, and problem-solving skills
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor

Additional Requirements

- Schedule varies based on production schedule.
- Nights and weekends may be required, including concert duty.

Compensation and Benefits

This is a non-exempt, part-time position. Compensation is \$18-25 per hour, commensurate with skills and experience. Part-time employees are not eligible for Music Academy benefits unless required by law.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Production Associate**. PDF format only. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. 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.