



Position Description

Title: Executive Assistant to the President & CEO

Department: Administration

Location: Santa Barbara, CA

Status: Full-time, Non-Exempt

Position Summary:

The Executive Assistant to the President & CEO (EA) provides high-level administrative support to the President & CEO and Board of Directors, acting as a key conduit to the public and all staff. The ideal candidate will be a proactive self-starter, demonstrate excellent organizational skills, have a keen eye for detail, and possess exemplary interpersonal skills.

Position Responsibilities:

Executive Support to the President & CEO and Board of Directors

- Manage the President & CEO's calendar by scheduling appointments and coordinating meetings, including correspondence, logistics, technical needs, and minutes
- Oversee special projects and track timelines and progress reports
- Serve as the primary liaison to the MAW Board of Directors ensuring regular interaction, effective scheduling and overseeing all logistical needs for board and committee meetings
- Prepare and distribute meeting agendas, minutes, and other materials requested by Board Chair, committee chairs, and President & CEO
- Collaborate with President & CEO, Board, and senior managers to successfully plan and execute quarterly Board meetings, administrative events, and other Academy activities, including Board trips and social activities
- Oversee content management on Administration and Board portals, ensuring accurate and timely updates and keeping board member contact lists up to date

Operations

- Manage Front Desk coverage to welcome visitors to the Music Academy campus and provide excellent customer service both in person and via phone
- Maintain a thorough understanding of the Academy's master calendar and daily activities to ensure smooth operations, especially the opening/closing of meeting spaces
- Proactively develop in-depth knowledge of the Music Academy's programs and activities to respond to public inquiries and represent the Academy as an ambassador
- Ensure Front Office, meeting spaces, and kitchen are kept in neat working order.
- Collaborate with Facilities to arrange cleaning and set-ups as needed
- Manage office and kitchen supplies inventory, including purchasing, budgeting, and maintaining vendor relationships
- Coordinate coffee service and refreshments as needed

- Maintain office equipment such as copiers, postage meter, and coordinate service as needed to minimize downtime
- Distribute mail and assist staff with postage/ mailing procedures and manage contracts with shipping carriers
- Occasionally lift office products and supplies, up to 25 pounds.

Other duties may be assigned.

Additional Requirements

- On-site office attendance five days per week required
- Occasional nights and weekends may be required
- Occasional travel between Music Academy's Miraflores campus and off-site venues

Candidate Profile:

The Music Academy of the West 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. This position is great for someone who has:

- A high degree of discretion and sound judgment in handling sensitive information and making decisions
- A passion for customer service and great interpersonal skills and the ability to stay cool under pressure
- A self-starter who is extremely organized with excellent written and verbal communication skills
- An interest in music or other performing arts
- Highly developed problem-solving skills
- The ability to work on a team collaboratively or with minimal supervision and adapt to changing work priorities and schedules

Benefits and Compensation:

This is a non-exempt, full-time position. Compensation is \$25-35 per hour, commensurate with skills and experience. The Music Academy provides a comprehensive benefit package for full-time employees, which includes health, dental and vision coverage, life insurance, paid vacation and sick leave and a 403(b) plan with employer match.

About Music Academy of the West:

The Music Academy of the West 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.

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Music Academy provides artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: the annual eight-week Summer School & Festival which trains up to 140 fellows ages 14-34 and presents more than 120 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; and the Mariposa Series of concerts by Academy-affiliated artists.

For more information, please visit musicacademy.org.