



## Position Description

**Position Title:** Advancement Associate  
**Department:** Advancement  
**Location:** Santa Barbara, CA  
**Status:** Seasonal, Full-Time, Non-Exempt  
**Employment Period:** In Person: Monday, June 8 through Monday, August 10 2026

*Housing provided for non-local employees Sunday, June 7 through the morning of Tuesday, August 11, 2026.*

### Position Description

The Advancement Associate is responsible for supporting the Advancement team. They will assist with executing donor benefits, fundraising and stewardship events, and other administrative support. This is an excellent opportunity to gain hands-on fundraising and customer service experience working closely with donors, ticket patrons, teaching artists, fellows, and Academy administration. This position reports to the Advancement & Database Manager.

### Position Responsibilities

- Supports fundraising events and special stewardship events with event logistics, communications, taking RSVPs, coordinating with the Advancement team
- Accepts and confirms reservations for picnic locations as requested; work with facilities team to ensure proper table locations and signage
- Works with the facilities team to place parking placards for all donors receiving reserved parking
- Coordinates fellow and scholarship donor introductions and meeting arrangements
- Assists the Advancement team with administrative support, as needed
- Works with the ticket office to facilitate donor requests for single ticket purchases and returned tickets as needed
- Facilitates the fellow / donor scholarship thank you process
- Reviews master calendar daily to understand activities on campus
- Maintains professional, polite, and positive attitude
- 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:

- Interest in a career in arts administration and/or arts fundraising
- Experience or desire to learn more about event planning, customer-facing or hospitality roles
- Excellent organizational, interpersonal, and communications skills
- Strong problem-solving skills
- Positive and professional demeanor
- Ability to work on a team and adapt to changing work priorities
- Strong ability to multi-task
- Experience working in Microsoft Office Suite
- Knowledge of classical music a plus

### **Additional Requirements**

- Some nights and weekends

### **Compensation and Benefits**

This is a seasonal, non-exempt, full-time position. Compensation is \$19-21 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing and meals are provided, along with transportation and travel assistance during the summer residency for those not based in the Santa Barbara area. Complimentary tickets are offered when available.

### **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **Advancement Associate**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

Application review will begin in January and interviews will be scheduled on a rolling basis. Positions will be posted on our website career page while they remain active, and will be removed once a position has been filled.

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 of the West**

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.

As part of its annual Summer Music Festival & School, the Academy presents the Fellowship Institute, which trains up to 150 fellows ages 18–34, alongside the new High School Intensive, a two-week program for 105 gifted musicians ages 14–18. Year-round programs include *Sing!*, a youth choir that performs with local, national, and international partners; and the Mariposa Concert Series, featuring Academy-affiliated artists. Each summer, the Festival showcases more than 100 performances and events, including masterclasses, competitions, and a fully staged opera. ***The 2026 Summer Music Festival & School will run June 14–August 8, 2026. The complete performance lineup for the Festival will be unveiled in early 2026.***

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