



Position Description

Position Title:	Chamber Music Coordinator
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-Time, Non-Exempt
Employment Period:	(Part-Time, Remote) Monday, March 2 through Friday, June 6, 2026 (Full-Time, 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 Summary

The Chamber Music Coordinator oversees all activities of the chamber music program during the Summer School & Festival, culminating in approximately 20 concerts. The Chamber Music Coordinator works closely with teaching artists, students and fellows, and Music Academy administration and reports to the Artistic Administrator. This is an excellent opportunity to explore a career in arts administration and gain valuable insight into arts non-profit operations.

Position Responsibilities

- Assist in the chamber assignment process by creating and distributing assignment documents to teaching artists, maintaining up-to-date databases and planning documents, and communicating assignments to personnel
- With support from the Artistic Administrator, create and manage rehearsal and coaching schedules for fellow chamber ensembles, communicating any changes promptly
- Serve as the primary contact for teaching artists, fellows, and administration regarding the chamber music program
- As a part of the programs team, generate accurate printed programs for select chamber concerts
- Coordinate stage requirements with the production team and distribute run of show documents for chamber music concerts
- Attend dress rehearsals and assist with backstage concert duty for chamber music concerts
- Oversee fellow chamber projects for the Picnic Concert Series and off-site retirement community concerts, including managing requests, repertoire, and personnel recruitment
- Based on repertoire and personnel, identify musician speakers for concert introductions and support fellows with public speaking preparation
- Assist with instrumental lesson scheduling
- 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:

- Background in classical music
- Knowledge of and passion for chamber music repertoire
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communication 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
- Valid driver's license and clean driving record
- Previous summer festival experience a plus

Additional Requirements

- Some nights and weekends, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- As a condition of employment, the selected candidate will be required to complete Live Scan fingerprinting and mandatory reporter training, as required by law

Compensation and Benefits

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

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the subject header **Chamber Music Coordinator**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

To apply for multiple positions, please include separate letters of interest for each position.

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.