



## Position Description

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| <b>Position Title:</b>    | Summer Lead Resident Coordinator  |
| <b>Department:</b>        | Student Services  |
| <b>Location:</b>          | Santa Barbara, CA   |
| <b>Status:</b>            | Seasonal, Full-Time, Non-Exempt   |
| <b>Employment Period:</b> | May 1 through June 5 - Part-time, remote<br>June 1 through August 11, 2026 - Full-time, in-person, housing provided |

## Position Summary

The Lead Resident Coordinator (LRC) leads the residential life program during the annual Summer Music Festival & School. This “live-in” position fosters an inclusive, safe, and supportive living environment for the Academy’s 140 fellows (full-scholarship musicians aged 18-34) for the 6-week Fellowship Institute, 105 students (high school student musicians aged 14-18) for the 2-week High School Intensive, and summer administration living on campus. The LRC leads a team of Resident Coordinators (RCs) and helps shape a positive residential experience by overseeing programming, enforcing policies, and serving as the primary liaison between residents and administration. The LRC and RCs coordinate an on-call rotation during the Festival period, equaling four or five days per week. Additionally, the LRC, together with the RCs, will collaborate with a team of 10 Fellow Mentors, who are hired to assist with the High School Intensive taking place during the first two weeks of the Summer Festival. Mentors assist in social programming, campus activities, rehearsal attendance, student engagement, and campus logistics throughout the 2-week program under the guidance of the Residence Life and Artistic Operations Team. This position reports to the Manager of Student Services.

## Position Responsibilities

- Provide leadership and guidance to Resident Coordinators (RCs), fostering teamwork and ensuring effective communication and collaboration within the Residence Life Team
- Support the Manager of Student Services in implementing Residence Life initiatives and addressing fellow needs
- Foster a welcoming, inclusive, and safe environment for all Academy residents Oversee Residence Life programming, events and initiatives aligned with the Academy’s mission, vision, and values
- Coordination of all Academy resident check-in and check-out procedures
- Lead Orientation presentations regarding campus culture, policies, procedures, and opportunities for social programming
- Serve as point person for questions regarding Academy bus transportation service between Academy campuses and venues
- Staff the residence life office several hours daily when on-duty
- Perform daytime and evening rounds of the residential campus when on-duty
- Participate in weekly Residence Life Team and facilities meetings

- Participate in weekly individual meetings with Student Services personnel
- Provide on-duty staff coverage/supervision of campus lounge 2-3 evenings per week, for 4-5 hours each evening. Weekend evening lounge coverage requires two RCs on-duty
- Manage the budget for Residence Life events and supplies, ensuring appropriate use of resources
- Ensure campus policies are enforced, and address policy violations promptly, including:
  - o Natural disasters
  - o Medical emergencies or illnesses
  - o Mental health crises
  - o Policy Violations, including substance use and harassment
  - o Disruptive behaviors affecting residents
- Provide daily operational updates during weekly meetings with Student Services personnel
- Complete and submit incident reports to Student Services for review and follow-up
- Perform other duties as assigned to support the health and safety of Festival participants, including residents, fellows and community members

## **Candidate Profile**

The Music Academy 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.

The ideal candidate will demonstrate some, if not all:

- Strong organizational, interpersonal, supervisory, and communication skills
- Experience in conflict resolution and critical thinking
- Ability to work independently, adapt to changing priorities, and collaborate within a team environment
- Passion for student life and residential campus programming
- Experience in conflict resolution and critical thinking

## **Preferred Qualifications**

- Bachelor's degree
- At least 21 years of age (to be able to monitor alcohol lounge hours)
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- One or more years of experience in residence life and/or campus leadership, preferably in a university or music festival setting working with diverse populations
- 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
- Housing and meals are provided, along with travel assistance during the summer residency for those not based in the Santa Barbara area. The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.

- Anticipated hours per week is 35-40 with a rotating on-call schedule in the evenings
- Private single room (with shared bathroom facility) and linens provided
- 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 **Summer Lead Resident Coordinator**. No phone calls, please. Background screenings 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)