



Employment Opportunity

Title:	Personnel Manager
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Full-time, Exempt, Seasonal
Employment Period:	April 1 through August 11, 2021*
Santa Barbara Residency:	June 7 through August 10, 2021*

* Dates subject to state and county restrictions related to COVID-19

Position Description

The Personnel Manager is responsible for the day-to-day management of Music Academy personnel, serving as a liaison between Academy fellows, guest conductors, faculty, and administration.

Position Responsibilities

- Manage planning of rehearsal orders and auxiliary instrument needs
- Manage assignments for orchestra concerts
 - Identify and engage extra musicians as needed
- Manage weekly orchestra rehearsal schedules, including communication of schedules and all changes in a timely manner to faculty and fellows
 - Input and update all rehearsals, rosters, and repertoire into ArtsVision database
- Manage all personnel at orchestral and ensemble rehearsals, sectionals, and performances
 - Take attendance at all events and locate missing musicians
 - Make announcements at rehearsals
 - Manage starts, ends, and breaks at all rehearsals
- Oversee other personnel-heavy performances including Brass Ensemble, Picnic Concerts, and Chamber Music Masterclasses
 - Serve as onsite artist coordinator as needed
- Oversee auditions and mock auditions included as part of orchestral curriculum, Duo Competition auditions, and MAX auditions

Candidate Profile

The Music Academy of the West seeks to hire candidates 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.

Preferred Qualifications

- Two years orchestral personnel management experience
- Knowledge of classical music
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision
- Excellent written and verbal communications skills, including public speaking
- Excellent critical thinking, strategic planning, and problem-solving skills
- Independently motivated
- Superior organizational skills and attention to detail
- Ability to work on a team and adapt to changing work priorities
- Positive and professional demeanor
- Previous summer festival experience

Additional Requirements

Some evenings and weekends are required, including concert duty.

Traveling between Miraflores campus and off-site venues is frequently required

Reporting Structure

The Personnel Manager reports to the Senior Director of Festival and Production.

Compensation and Benefits

The Personnel Manager compensation range is \$4,000-5,000 for the employment period and is commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits. Housing is included during the residency period.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org. 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.

Music Academy of the West

Founded in 1947, Music Academy of the West offers year-round programming for the local community and talented musicians from around the world. Each year, 140 fellows ages 18-34 are selected by merit-based audition from more than 2,000 applicants worldwide to participate in an eight-week Summer School and Festival to prepare them for 21st-century careers. During the Summer Festival, fellows receive opportunities for advanced study and frequent orchestral, chamber, recital and masterclass performances under the guidance of more than 70 internationally renowned faculty and guest artists. Each fellow attends on full scholarship covering tuition, room and board. In 2018, the Music Academy began a partnership with the

London Symphony Orchestra (LSO) that brings LSO musicians to Santa Barbara to teach and perform and sends twelve Keston MAX Fellows to London for ten days of training and performance with the orchestra. Career-launching opportunities for fellows and alumni are offered through the Academy's Innovation Institute. Summer Innovation Seminars bring together industry leaders and cutting-edge artists to engage fellows and audiences in discussion about the present and future state of classical music, while the annual Fast Pitch Awards give fellows a platform to present their entrepreneurial ideas. The Academy's Alumni Enterprise Awards have provided more than \$220,000 in grants for forward-thinking projects in artistic expression, audience development, education, community engagement, social justice and technology; recipients of the awards are also invited to attend a five-day Innovation Residential. Academy alumni create careers in music and beyond and are members of major symphony orchestras, chamber orchestras, ensembles, opera companies, and academic faculties throughout the world. Music Academy of the West also provides music education locally through *Sing!*, a free, after-school choral initiative for seven-to-twelve-year-olds from 28 schools in Santa Barbara County. The Academy presents more than 150 public events annually in four campus venues and in sites across Santa Barbara and online. For more information, please visit musicacademy.org.