



Employment Opportunity

Title: Library Assistant
Department: Artistic Operations
Location: Santa Barbara, CA
Status: Full-time, Non-Exempt, Seasonal
Employment Period: June 14 through August 10, 2021*

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

Position Description

The Library Assistant supports all activities of the circulation and orchestra library, including the preparation, distribution, and collection of music for multiple orchestra concerts, various opera productions, and chamber performances. The Library Assistant works closely with faculty, conductors, fellows, and Music Academy staff and reports to the Music Librarian.

Position Responsibilities

- Provide customer service to faculty and fellows including check-out of music and folders as well as locating solo/chamber music in library stacks
- Support marking of string bowings; mark and bow parts as indicated by the conductor and string masters
- Prepare practice parts and orchestra folders
- Prepare and distribute all audition and competition packets
- Distribute folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes as assigned by the Music Librarian

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

- Knowledge of classical music and opera
- Ability to read music
- Experience marking string bowings
- Ability to lift and distribute up to 50lbs of music
- Proficiency in Microsoft Office

- Excellent written and verbal communications skills
- 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 nights and weekends may be required, including concert duty.

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

Reporting Structure

The Library Assistant reports to the Music Librarian.

Compensation and Benefits

The Library Assistant compensation range is \$14.00-15.00 per hour and commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits.

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.