



## Employment Opportunity

Title: Artistic Program Coordinator (Up To 2 Positions Available)  
Department: Artistic Operations  
Location: Santa Barbara, CA  
Status: Full-time, Non-Exempt, Seasonal  
Employment Period: June 7 through August 10, 2021\*

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

### Position Description

The Artistic Program Coordinators (APCs) work closely with the Music Academy administration, faculty, guest artists, and fellows to produce public and non-public events, manage masterclass assignments, manage the master schedule in ArtsVision, schedule instructional and performance activities, manage room scheduling, and collect and distribute program information for all events.

### Position Responsibilities

- Communicate with Fellows and Faculty regarding artistic events
- Manage masterclasses, collecting repertoire and communicating performance assignments
- Manage room assignments, including posting of daily schedules
- Assist Senior Director of Festival and Production in maintaining the master schedule throughout the summer
  - Manage faculty and fellow schedule change requests
  - Work with faculty to manage collaborative pianist schedules for lessons and masterclasses
- Collect information, prepare, distribute, and approve final edits for printed programs for public events including masterclasses, competitions, and performances
- Proctor Music Academy auditions and competitions as assigned
- Assist the Artistic Operations department in other duties as assigned

### 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.

Note that the Music Academy looks to fill up to two Artistic Program Coordinator positions.

Responsibilities will be assigned based on the strengths and experience of the selected candidates.

### Preferred Qualifications

- Background in music, music education, or music administration
- Knowledge of classical music and instrumental solo and chamber repertoire
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision
- 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 APCs report to the Senior Director of Festival and Production

### Compensation and Benefits

The Artistic Program Coordinator compensation range is \$14.00-15.00 per hour and commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits. Housing is included during the employment period.

### Application Process

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto: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](http://musicacademy.org).