



Position Description

Title: Artistic Operations Coordinator

Department: Artistic Operations

Location: Santa Barbara, CA

Status: Full-time, Non-Exempt, Temporary

Dates: April – August 2021

Position Summary:

The Artistic Operations Coordinator plays a key role in the Academy's Artistic Operations Department as it prepares for the summer festival. This is a temporary seasonal position, with the potential to transition to a year-round, full-time role. The Artistic Operations Coordinator reports to the Senior Director of Festival & Production and assists in the areas of artistic administration, production, and innovation curriculum. This is an excellent growth opportunity for a detail-oriented critical thinker, capable of juggling multiple responsibilities.

Position Responsibilities:

Artistic Administration

- Assists in the development and planning of the summer Festival, including scheduling and other logistics for faculty, guest artists, and fellows.
- Exercises excellent attention to detail to create detailed planning documents and communications, manage the ArtsVision database, and support budget and payment processes.
- Communicates effectively as the department's liaison with fellows, faculty, and guest artists, as well as other Academy departments.
- Coordinates audition proctoring for summer programs and competitions.
- Coordinates music licensing processes for performance and recording rights, particularly with regard to digital or livestream performances and recordings.
- Assists with implementing and enforcing COVID safety protocols.

Production

- Supports production of Music Academy events including concerts, masterclasses, presentations, and technical productions taking place on or off campus; serves as stage manager, event coordinator, or artist liaison as needed.
- Assists in venues management for all performance, rehearsal, teaching and practice spaces on campus.
- Assists in management of artistic inventory and equipment, including piano fleet, instrument collection, audio/visual equipment, and library materials.

- Assists in execution of digital programs and events, including trouble-shooting equipment issues (audio, visual, computer, streaming).
- Provides technical support to faculty as needed.
- Gathers and organizes digital assets as directed, adhering to video production schedules to ensure timely delivery of final video products.

Other duties may be assigned.

Candidate Profile:

The Music Academy of the West values 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:

- A passion for classical music or other performing arts and a demonstrated commitment to non-profit arts organizations
- Production or stage management experience in performing arts organizations or venues
- Superb written and verbal communication skills
- Strong social and interpersonal skills
- Excellent organizational and time management skills
- Excellent critical thinking and conflict-resolution skills
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules

Benefits and Compensation:

This is a non-exempt, temporary position with an hourly range of \$20-25 per hour, commensurate with experience. Temporary employees are entitled to accrue sick leave as per California state law. No other benefits are included. Summer housing assistance may be provided.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, using the Subject Header **MAW Artistic Operations Coordinator**. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy of the West 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.

Music Academy of the West Overview:

Music Academy of the West makes a unique and enduring contribution to the world of music by

- Advancing the development of the next generation of great classically trained musicians
- Cultivating discerning, diverse, appreciative, and adventurous audiences.

Founded in 1947, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained musicians ages 18 to 34. Located on a ten-acre oceanside campus, the environment is supportive, creative, nurturing, and inspiring. Fellows study, perform, and participate in public masterclasses with exceptional faculty, teaching artists, and guest speakers, as well as forge close connections with community members through a unique Compeer Program. Invaluable career-advancement opportunities are provided for fellows and alumni through the Academy's Innovation Institute and its partnerships with the London Symphony Orchestra and Beth Morrison Projects. Seminars and residencies explore entrepreneurial musicianship and the future of classical music, while the annual Alumni Enterprise Awards provide grants for a wide range of creative endeavors. The Academy launched *Sing!*, a free, after-school choral initiative for local elementary school students in 2018. The Academy is dedicated to reflecting its community through equity and inclusion in leadership, programming, and participation.

For more information, visit musicacademy.org.