



Position Description

Title: Office Manager & Administrative Assistant

Department: Finance & Administration

Location: Santa Barbara, CA

Status: Full-time, Non-Exempt

Dates: Open until filled

Position Summary:

The Office Manager & Administrative Assistant plays a key role in the Academy's Finance & Administration Department, reporting to the Senior Director of Finance & Administration. Primary responsibilities include skilled reception, administrative, and clerical support for the President & CEO, Board of Directors, and the entire organization. As the Academy's primary point of contact for the general public, the Office Manager exemplifies generosity and courteousness, and as such receives campus visitors and responds to phone and in-person inquiries with warmth and friendliness. This position includes essential job functions which require some on-site office attendance, pending local health guidance.

Position Responsibilities:

- Serve as receptionist and provide administrative support as needed. Assist with scheduling, preparation for meetings, photocopying, distributing mail, managing phones and greeting the public.
- Assist Finance and Administration Department with incoming check log, expense reports, and basic financial or administrative tasks.
- Manage content on online Administration and Board portals.
- Manage office supplies inventory: purchasing, budgeting, and relationships with vendors.
- Maintain office equipment (copier, fax, postage meter, etc.); order service as needed and stock supplies.
- Coordinate technology and telecommunication needs with outsourced IT and telephone consultants.
- Assist staff with postage/ mailing procedures and manage contracts with shipping carriers.
- Monitor usage of printed stationery and order as needed (in conjunction with Marketing & Communications department).
- Ensure the kitchen is kept in neat working order, and items are properly stocked for committee, Board, and administration use. Prepare fresh coffee every morning and as needed.
- Check master calendar daily and open/close spaces for meetings. Replenish supplies and refrigerator after meetings. Contact Director of Facilities to arrange cleaning as needed.
- Assist with implementing and enforcing COVID safety protocols.
- Occasionally lift office products and supplies, up to 25 pounds.

Other duties may be assigned.

Candidate Profile:

The Music Academy of the West 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 successful candidate will demonstrate:

- A passion for customer service and experience with senior level administrative support
- An interest in classical music or other performing arts, and a commitment to non-profit organizations
- Excellent time management and organizational skills
- Strong social and interpersonal skills
- Superb written and verbal communication skills
- Critical thinking and problem-solving skills
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, Powerpoint). Experience with Zoom is a plus.
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules

Benefits and Compensation:

Hourly rate is competitive and commensurate with experience and qualifications. Music Academy provides a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave and a 403(b) plan.

Application Process:

Please email a letter of interest and current resume to hr@musicacademy.org, using the Subject Header **MAW Office Manager**. 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.

About Music Academy of the West:

Music Academy of the West is a performance-based training center and incubator that empowers musicians to positively impact society. The Academy welcomes everyone from across all generations,

cultures, and backgrounds to experience the transformative power of music. Based in Santa Barbara, California, the Academy presents the preeminent full-scholarship Summer School and Festival for classically trained fellows ages 18 to 34. They study and perform with more than 50 exceptional faculty and teaching artists, while forging close connections with the community. The Academy's commitment to long-term collaborations and exchanges with leading orchestras and opera companies results in unparalleled mentorship and career-advancing prospects. The Innovation Institute explores entrepreneurship and envisions classical music's future in seminars, residencies, and the Alumni Enterprise Awards, substantial grants given annually for a wide range of creative projects. Launched in 2018, *Sing!*, a free, after-school choral program for local elementary students inspires personal growth and expression. For more information, please visit musicacademy.org.