



Position Description

Title: Summer Facilities Associate (5 positions available)
Department: Buildings & Grounds
Location: Santa Barbara, CA
Status: Part-time, Temporary, Non-Exempt
Dates: June 21 – August 14, 2021

Position Summary:

The Summer Facilities Associate is a key member of the Academy's Buildings & Grounds team and reports to the Director of Facilities. The Facilities Associate helps campus operations run smoothly during the Summer Festival and assists guests attending events. A training session will be conducted prior to the official start of the Festival.

Position Responsibilities:

- Provide excellent customer service to visitors to the campus about daily programs, direct patrons to correct buildings for events, and safely direct vehicle drivers to available parking.
- Accurately place parking placards and cones for reserved donor spaces.
- Help prepare and maintain dining and picnic areas: clean tables/chairs, empty trash/recycle bins, place "reserved" placards.
- Assist in readiness of performance venues, practice rooms, studios, kitchen, and restrooms: light cleaning/disinfecting, emptying trash, dusting as needed.
- Assist in fellow, faculty, and administration compliance with Music Academy COVID protocols.
- Identify and report any nefarious persons or activity.
- Assist in emergency situations (crowd control, giving directions, call 911, etc.)
- Distribute mail for faculty, fellows and Academy administration.
- Perform security checks of property and lock pedestrian gates at dusk.
- Use walkie-talkies to communicate clearly with other team members and venue staff.
- Schedule is work approximately 25 hours per week, with shifts varying from week to week. Nights and weekends may be required.
- Other duties as assigned.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts and may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals such as gasoline. Employee also will be exposed to outside weather conditions. The noise level in the work environment is usually moderate but can become loud depending on campus activity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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:

- Customer service background
- Strong social and interpersonal skills
- Ability to stand and stoop, kneel, crouch, and crawl
- Ability to lift and/or move up to 50 pounds
- Ability to arrive on time with a positive attitude
- Ability to troubleshoot problems and work calmly in stressful situations
- Ability to work on a team collaboratively with minimal supervision and adapt to changing work priorities and schedules
- Interest in the arts and music are a plus!

Benefits and Compensation:

This is a non-exempt, temporary position with an hourly rate of \$14-\$16 per hour commensurate with experience. Temporary employees are entitled to accrue sick leave as per California state law. No other benefits are included.

Application Process:

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