



Employment Opportunity

Position: Summer Housing Director (1 position available)
Location: Santa Barbara, CA
Status: Seasonal, Full-time, Non-Exempt
Position Dates: June 16 to August 10, 2021

Position Description

The Housing Director (HD) is a member of a dynamic team which manages the residence life program during the Academy's annual Summer School and Festival. The Music Academy houses up to 140 fellows (student musicians ages 18-34 enrolled on full scholarship) and select summer administration during the Summer Festival. The residence life team, under the direction of the Student Services department, plays an integral role in the fellow experience and is comprised of one Housing Director (HD), three Resident Directors (RDs), and two or three fellow Resident Assistants (RAs). The HD helps shape a positive, inclusive, safe, healthy, and supportive culture at the residential campus. Primary tasks include managing the community activities calendar and fellow transportation schedule, liaising between the residential campus facilities department and the Music Academy administration in order to manage all facilities needs, ensuring compliance with policies outlined in the Academy Handbook, and responding to crisis events/campus emergencies. In addition, the HD oversees the on-campus lounge in which fellows may enjoy beer/wine during designated evening hours. This is a summer "live-in" position.

Responsibilities

- Foster an inclusive, safe, and supportive environment for all residents.
- Oversee the community, programming, and initiatives within the residence halls in support of the Music Academy mission, vision, values.
- Coordinate and facilitate fellow Welcome Weekend and Departure Weekend, in collaboration with RDs, including executing fellow move-in and move-out procedures, posting room assignments, assisting fellows to/from rooms, and managing room inspection reports.
- Facilitate residential staff development by coordinating and implementing occasional team-building opportunities for the Residence Life team.
- Lead presentations on campus facilities, policies, and the health & safety plan at various fellow meetings, including Fellow Orientation.
- Staff the Academy's Residence Life office on campus several hours daily Monday-Friday, and occasional weekend hours, coordinating with RDs to ensure daily campus coverage.
- Manage staff coverage of campus lounge during hours of alcohol service, providing supervision for 4-5 hours each evening 2-3 nights per week.

- Coordinate weekly Residence Life team meetings attended by HD, RDs, RAs, campus facilities personnel, and led by the Director of Student Services; facilitate regular discussion and clear communication of relevant information regarding all residential campus logistics and dynamics. Meeting topics include social events, facilities, campus policies, and fellow concerns or inquiries. Weekly team meetings will occur remotely.
- Conduct weekly individual meetings with the Director of Student Services and/or Dean to provide up-to-date and detailed residential campus reports regarding activities, incident reports, facilities, and resolution plan/status of any campus issue.
- Provide feedback regarding performance and expectations of RDs/RAs.
- Serve as primary liaison to residential campus facilities staff, ensuring open communication and dialogue in order to address and resolve all residential facilities needs.
- Submit Facilities Maintenance Requests to facilities personnel as needed.
- Manage all residence life event programming and supplies, including event budget and weekly event financial reports.
- Establish an assessment system for gathering feedback from fellows in matters involving social programming and campus dynamics.
- Refer fellow policy violations to the RDs for immediate response; assist in submitting incident reports to the Director of Student Services and Dean for follow-up incident report meetings.
- Serve as liaison between administration and Academy residents for crisis situations at the residential campus, including providing resource referrals for Academy residents affected by emergencies.
- Situations involving Academy fellows that may require the response and/or intervention by the HD include (but are not limited to):
 - Medical emergency
 - Non-emergency illness
 - Mental health
 - Disruptive behavior
 - Activities on the residential campus that impair the peace of other residents
 - Smoking violations (Academy main and residential campuses are smoke-free)
 - General policy violations
 - Illegal or abusive use of alcohol or controlled substances
 - Any potentially harmful behavior caused by or affecting an Academy resident
 - Harassment
- In cases of medical emergencies, HD (or RD) takes appropriate action, either assisting fellow(s) to a medical facility by Academy vehicle or securing an ambulance. Emergency protocol guidelines will be supplied by the Academy.
- Due to the Covid-19 pandemic, additional duties accommodating the safety and health of all 2021 Festival participants (administration, fellows, faculty, audiences, and community members) include, but are not limited to:
 - Meal delivery to fellow rooms during quarantine period
 - Intermittent temperature checks and/or health screening reports

- Facilitating relocation of an Academy resident to an isolation room or offsite if resident tests positive for Covid-19
- In all instances, HD exercises their best judgment to enhance the security and safety of the residential campus and Academy residents.
- The HD may not assign their duties to anyone other than an Academy employee pre-approved by the Academy.

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.

The ideal candidate will demonstrate:

- Excellent organizational, interpersonal, supervisory, and communication 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
- Passion for student life and residential campus programming

Preferred Qualifications

- Bachelor's degree
- At least 25 years of age
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- One or more years of experience in a full-time professional position in college/university housing, residence life, teaching, or related field
- At least one year of experience in staff supervision, working with diverse populations, and/or advising student organizations

Reporting Structure

The Housing Director reports to the Director of Student Services & Alumni Programs. The Housing Director assists in management of three Resident Directors and two to three fellow Resident Assistants.

Compensation and Benefits

- This is a non-exempt, temporary position with an hourly rate of \$15.00
- Private single room (with shared bathroom facility)
- Full meal plan
- Seasonal employees are entitled to accrue sick leave as per California state law. No other benefits apply.
- The Academy provides the Residence Life team with a shared rental vehicle for Academy-related business use only.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org using the subject header MAW Summer Housing Director. No phone calls, please. A background screening will be performed as a condition of employment.

Selected candidates will be contacted by HR at the Music Academy to confirm the interview process.

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 the Music Academy of the West

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.