



Position Description

Position Title:	Orchestra Personnel Manager
Department:	Artistic Operations
Location:	Santa Barbara, CA
Status:	Seasonal, Full-time, Non-Exempt
Employment Period:	(Part-Time, Remote) Monday, May 5 through Friday, June 6, 2025 (Full-Time, In Person) Monday, June 9 through Monday, August 11, 2025

Housing provided for non-local employees Sunday, June 8 through the morning of Tuesday, August 12, 2025.

Position Description

The Orchestra Personnel Manager is responsible for the day-to-day management of Music Academy orchestra personnel, serving as a liaison between fellows, guest conductors, teaching artists, and administration. The Orchestra Personnel Manager reports to the Director of Artistic Operations. This is an excellent hands-on opportunity for those pursuing a career in orchestra administration.

Position Responsibilities

- Manage assignments for orchestra concerts
 - Communicate with teaching artists about personnel assignments, distribute assignments to orchestra
 - Communicate with extra musicians regarding departures/arrivals, housing, transportations, etc.
- Manage weekly orchestra rehearsal orders with conductors. Communicate any changes in a timely manner to teaching artists and fellows
- Input and update rehearsal orders and rosters in ArtsVision and the Fellow Portal
- Manage ensemble personnel at orchestral rehearsals, sectionals, and performances
 - Take attendance at events and locate missing musicians
 - Make announcements at rehearsals
 - Manage starts, ends, and breaks at rehearsals
- Manage and proctor string seating auditions.
- Assist with competitions as needed
- Provide accurate orchestra rosters for printed programs
- Oversee the overall well-being of the fellows in regard to the orchestra, communicate any situations that arise with administration
- Other duties as assigned

Candidate Profile

The Music Academy of the West values colleagues with diverse perspectives 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 ideally demonstrate some, if not all, the following:

- Two years of orchestral personnel management experience
- Knowledge of classical music
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communication skills, including public speaking
- 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
- Valid driver's license and clean driving record
- Previous summer festival experience a plus

Additional Requirements

- Some nights and weekends are required, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues

Compensation and Benefits

This is a seasonal, non-exempt, full-time position. Compensation is \$20 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing is provided, along with transportation and travel assistance during the summer residency for those not based in the Santa Barbara area. Lunch is provided Monday-Friday. Complimentary tickets are offered when available.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org, with Subject Header **Orchestra Personnel Manager**. PDF format only. 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.

Our MISSION

The mission of the Music Academy of the West is to provide classically trained musicians and diverse audiences with transformative educational and performance experiences. We support musicians to expand their talents, inspire each other, and pursue artistic innovation.

About the Music Academy of the West

Located in Santa Barbara, the Music Academy of the West creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Academy provides classically trained musicians and diverse audiences with transformative educational and performance experiences. The Music Academy's programs include an annual eight-week Summer School & Music Festival (June 15 through August 9, 2025) which trains up to 150 fellows ages 18-34 and presents more than 130 performances and events, competitions, and a fully staged opera; *Sing!*, a children's choir that performs with local, national, and international partners; the innovative Alumni Enterprise Awards; and Mariposa Concert Series.

For more information, please visit musicacademy.org.