



Employment Opportunity

Position: Venues Manager
Location: Santa Barbara, CA
Status: Full-time, Non-Exempt
Start Date: December, 2016

Position Description

The Venues Manager (VM) is responsible for the management and use of the Academy's performance, rehearsal, and instructional venues, as well as the equipment found therein. This position is responsible for ensuring the success and smooth operation of all public productions and non-public events which take place in these venues.

Venues

- Oversee use of Academy venues including performance venues, masterclass venues, rehearsal rooms, teaching studios, and practice studios
- Manage scheduling for all Academy venues, maintaining and updating master schedule in ArtsVision database
 - Liaise with Piano Technician to create piano tuning and maintenance schedule
- Oversee and maintain technical elements of performance venues, including audio, video, and lighting systems
- Engage and supervise additional support personnel for events as needed, including but not limited to stage and technical labor

Production

- Serve as production manager for all Music Academy concerts, masterclasses, presentations and technical productions including *The Met: Live in HD*, executing productions according to highest standard
 - Act as stage designer for all events
 - Act as stage manager for events held on the Miraflores campus
 - Act as operations liaison for events held in off-campus venues
- Serve as production liaison and venue manager for outside-produced events on the Miraflores campus, including Hahn Hall, Lehmann Hall, Weinman Hall, and others
 - Advise users on use of Academy facilities and ensure execution of productions according to highest Academy standards
 - Act as stage designer, manager, or crew for events as needed

Instruments and equipment

- Manage Academy-owned wind, brass, and percussion instrument inventory as well as all accessories
 - Work with faculty to implement use policies and procedures
 - Arrange for replacement and repair as needed
 - Manage assignment and use of Academy instrument lockers
- Manage Academy-owned inventory of music stands, chairs, stools, and other musical equipment, ensuring proper placement and maintenance in Academy facilities
- Manage instrument and equipment deployment and use on Miraflores campus and on offsite venues

Candidate Profile

The ideal candidate is a professional supervising the production of events at multiple venues, with at least three years experience producing and managing arts events, including the oversight of multiple employees and projects simultaneously.

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.

Preferred Qualifications

- Bachelor's or Master's degree in Music
- Experience in an operational position at a performing arts center, orchestra, festival, or school
- Knowledge of stage lighting, sound amplification, and recording techniques
- Knowledge of classical music, including chamber and symphonic repertoire, and experience working with high-level professional classical musicians, including conductors, instrumentalists, and soloists
- Excellent organizational, interpersonal, supervisory, and communications skills
- Excellent critical thinking, strategic planning, and problem solving skills
- Experience managing multiple complex projects
- Ability to work on a team and adapt to changing work priorities
- Ability to mentor and develop summer and non-summer team members
- Passion for producing varied events at the highest possible level

Reporting Structure

The VM reports to the Artistic Administrator. The VM supervises part-time and temporary stage and technical crew members.

Compensation and Benefits

Compensation is competitive and is commensurate with skills and experience. The Music Academy of the West provides a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and holidays, and 403(b) plan.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West

The Music Academy of the West is among the nation's preeminent summer schools and festivals for gifted young classically trained musicians. At its ocean-side campus in Santa Barbara, the Academy provides these musicians with the opportunity for advanced study and performance under the guidance of internationally renowned faculty artists, guest conductors, and soloists. Admission to the Academy is strictly merit based, and fellows receive full scholarships (tuition, room, and board). The Academy's distinguished teaching artists roster has included famed soprano Lotte Lehmann, composers Darius Milhaud and Arnold Schoenberg, cellist Gregor Piatigorsky, pianist Jeremy Denk, and current Voice Program Director Marilyn Horne. Academy alumni are members of major symphony orchestras, chamber orchestras, ensembles, opera companies, and university and conservatory faculties throughout the world. Many enjoy careers as prominent solo artists. In 2014 the Music Academy entered into a four-year partnership with the New York Philharmonic, resulting in unprecedented training and performance opportunities for Academy fellows, and Summer Festival residencies for Philharmonic musicians.

The Music Academy of the West cultivates discerning, appreciative, and adventurous audiences, presenting more than 200 public events annually. These include performances by faculty, visiting artists, and fellows; masterclasses; orchestra and chamber music concerts; and a fully staged opera. The 2017 Summer School and Festival will take place from June 12 to August 6 at the Academy's scenic Miraflores campus and in venues throughout Santa Barbara. For more information, visit musicacademy.org