



## Position Description

**Position Title:**

Artistic Program Coordinator

**Department:**

Artistic Operations

**Location:**

Santa Barbara, CA

**Status:**

Seasonal, Full-Time, Non-Exempt

**Employment Period:**

Remote orientation sessions during the week of June 1, 2026

In Person: Monday, June 8 through Monday, August 10, 2026

*Housing provided for non-local employees Sunday, June 7 through the morning of Tuesday, August 11, 2026.*

**Position Summary**

The Artistic Program Coordinator works closely with the Music Academy administration, teaching artists, fellows, and students to produce over 100 events including masterclasses, competitions, and evening concerts. Duties include managing masterclass assignments, assisting with room scheduling, and collecting and distributing program information. The APCs reports to the Director of Artistic Operations (DAO). This is an excellent opportunity for those looking to explore a career in arts administration.

**Position Responsibilities**

- Communicate with fellows and teaching artists regarding logistics for public events, specifically instrumental masterclasses
- Work with collaborative piano teaching artists to manage collaborative pianist requests and schedules for lessons, rehearsals, studio classes, and masterclasses as needed
- Collect information and generate accurate printed programs for instrumental masterclasses
- Coordinate stage requirements with the production team and distribute run of show documents
- Represent APCs at weekly Teaching Artist onboarding meetings.
- Develop the weekly APC masterclass and concert duty rotation schedule
- Participate in backstage masterclass and concert duty rotation
- Work with the DAO on updating systems and onboarding materials.
- Proctor auditions and competitions
- Reserve masterclass, concert, audition, and competition warm-up rooms
- Assist with scheduling and oversight of the Fellow Mentors for the High School Intensive
- Other duties as assigned

**Candidate Profile**

The Music Academy 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 Music Academy seeks two Artistic Program Coordinators. Responsibilities will be assigned based on the strengths and experience of the selected candidates.

The ideal candidate will demonstrate some, if not all, of the following:

- Background in classical music, education, and/or administration
- Knowledge of instrumental solo and chamber repertoire
- Ability to read music
- Proficiency in Microsoft Office and experience with ArtsVision a plus
- Excellent written and verbal communication skills
- Strong critical thinking, strategic planning, and problem-solving skills
- 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, including concert duty
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- As a condition of employment, the selected candidate will be required to complete Live Scan fingerprinting and mandatory reporter training, as required by law

### **Compensation and Benefits**

This is a seasonal, non-exempt, full-time position. Compensation is \$19 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](mailto:hr@musicacademy.org), using the subject header **Lead Artistic Program Coordinator**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

Application review will begin in January and interviews will be scheduled on a rolling basis. Positions will be posted on our website career page while they remain active, and will be removed once a position has been filled.

The Music Academy 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**

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.

As part of its annual Summer Music Festival & School, the Academy presents the Fellowship Institute, which trains up to 150 fellows ages 18–34, alongside the new High School Intensive, a two-week program for 105 gifted musicians ages 14–18. Year-round programs include *Sing!*, a youth choir that performs with local, national, and international partners; and the Mariposa Concert Series, featuring Academy-affiliated artists. Each summer, the Festival showcases more than 100 performances and events, including masterclasses, competitions, and a fully staged

opera. ***The 2026 Summer Music Festival & School will run June 14–August 8, 2026. The complete performance lineup for the Festival will be unveiled in early 2026.***

For more information, please visit [musicacademy.org](http://musicacademy.org).