



Position Description

Position Title:

Assistant Librarian

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 Assistant Librarian supports all activities of the chamber circulation and orchestra library, including the preparation, distribution, and collection of music for multiple orchestra concerts, various opera productions, and chamber performances. The Assistant Librarian works closely with the Music Librarian, teaching artists, conductors, fellows, students, and Music Academy administration and reports to the Director of Artistic Operations. This is an excellent opportunity for those interested in arts administration and music library management.

Position Responsibilities

- Provide customer service to teaching artists and fellows
- Check music and folders in/out and locate solo/chamber music in library stacks
- Support marking of string bowings; mark and bow parts as indicated by the conductor and string masters
- Prepare practice parts and orchestra folders
- Prepare and distribute audition and competition packets
- Distribute folders prior to rehearsals and concerts, attend rehearsals/concerts, and reset music during stage changes
- Maintain library database in ArtsVision
- 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 ideal candidate will demonstrate some, if not all, of the following:

- Knowledge of classical music and opera
- Ability to read music
- Experience marking string bowings

- Knowledge of foreign language musical terms
- Experience with music engraving, by hand or notation software
- Experience working in a music library (performance or academic)
- Ability to lift and distribute heavy boxes of music (up to 50 pounds)
- 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
- 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, using the subject header **Assistant Librarian**. 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.

