



Acadiana Center  
for the Arts

101 W. Vermilion St.  
Lafayette, LA. 70501

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### **Studio Program Manager Advertisement**

**AcA seeks a dynamic and visionary Studio Program Manager to develop and oversee the pioneering Louisiana Scoring Studio, which aims to bring post-production scoring work to Louisiana and create employment for musicians across the state. Applications are due through the AcA's application portal by no later than **April 17 at 11:59pm.****

**This role is critical in shaping the Louisiana Scoring program from its inception, designing curriculum, and forging partnerships. The ideal candidate will have a unique blend of musical expertise, project management skills, and a passion for community outreach. This position will be instrumental in conducting statewide outreach to musicians, fostering a network of creative talent, and establishing the Acadiana Center for the Arts as a hub for film scoring excellence.**

**How to Apply:** Applications must include a resume, cover letter, and three professional references in the performing arts field, submitted through the online application portal, [located here](#).

**About Us:** Founded in 1975, the Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

**Equal Opportunity Employer:** AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Position Description:** See attached



## **Position Description**

**Job Title:** Studio Program Manager

**Reports to:** Deputy Director

**Location:** Acadiana Center for the Arts, Lafayette, Louisiana

**Type:** Part-Time Exempt (Position is expected to grow to full-time responsibilities within 12 months)

The Studio Program Manager develops and oversees the pioneering Louisiana Scoring Studio program. This role is critical in shaping the program from its inception, designing curriculum, and forging partnerships to make it a successful operation. The position is responsible for setting up studio recording sessions for film scoring and involves a blend of technical, logistical, and creative duties to ensure that the music composition for a film is accurately captured and produced. The ideal candidate will have a unique blend of musical expertise, project management skills, and a passion for community outreach. This role requires a deep understanding of music production, sound engineering, and the film scoring process, along with strong organizational and communication skills to manage the complexities of recording sessions effectively. This position will be instrumental in conducting statewide outreach to musicians, fostering a network of creative talent, and establishing the Acadiana Center for the Arts as a hub for film scoring excellence.

### **Focus Area 1: Program Development**

**Success Statement:** The Louisiana Scoring Studio program has the curriculum, resources, and connections it needs to sustain ongoing growth.

**Performance Standard:**

- a. Lead the development and implementation of the Louisiana Scoring Studio program, including curriculum design, resource allocation, and setting strategic goals.
- b. Cultivate relationships with local, state, national, and international music and film industry stakeholders to enhance program offerings and opportunities for participants.
- c. Conduct extensive outreach efforts across Louisiana to identify and recruit a diverse group of musicians and composers interested in film scoring.
- d. Organize workshops, seminars, and networking events to provide learning and collaboration opportunities for program participants and industry professionals.
- e. Serve as a mentor to program participants, offering guidance, feedback, and support to help them achieve their artistic and professional goals.
- f. Monitor and evaluate the program's progress and impact, reporting outcomes to stakeholders and funding bodies (including Louisiana Economic Development) and making adjustments as needed.

### **Focus Area 2: Studio Management**

**Success Statement:** AcA's Louisiana Scoring Studio program is a well-planned and efficient operation that meets the needs of clients and effectively engages local talent.

**Performance Standard:**

- a. Ensure the recording studio is ready for musicians, including setting up microphones, stands, headphones, and ensuring all recording equipment is operational.
- b. Coordinate with technical lead to ensure the best quality audio capture from each instrument and to regularly check and maintain recording equipment to prevent malfunctions during sessions.



- c. Coordinate the schedules of composers, musicians, conductors, engineers, and any other personnel involved in the film scoring process. This includes booking studio time that aligns with everyone's availability.
- d. Serve as the main point of contact between the composer, musicians, film directors, and any other stakeholders, ensuring clear communication of expectations, timelines, and any changes in plans.
- e. Plan the order of pieces to be recorded during sessions to maximize efficiency and meet the project's deadlines.
- f. Coordinate with a session producer to ensure that all necessary music scores and parts are prepared, organized, and available for musicians prior to the recording sessions.
- g. Manage the logistics around the comfort of those involved in the recording sessions, such as arranging for meals, transportation, or accommodation if needed.
- h. Provide feedback on the technical feasibility of certain artistic choices and suggest adjustments to achieve the desired sound quality and musical effect.
- i. Work closely with the technical lead, session producer, composer and conductor to address any unexpected challenges that arise during recording sessions, such as issues with arrangement or performance.
- j. Ensure all recordings are properly labeled, saved, and backed up, coordinating with technical lead to ensure all necessary post-production work is identified and scheduled.
- k. Keep track of studio time, equipment rental, and personnel costs to ensure the project stays within budget.

### **Focus Area 3: Workplace Relationships**

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to the Deputy Director.
- b. Manage communications and task flow with producers, consultants, and musicians.
- c. Work with leadership to set and follow budgets.
- d. Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- e. Participate in meetings with leadership, as requested.
- f. Assist other staff members and board members, as appropriate.
- g. Assist with special projects, as appropriate.

### **Qualifications:**

- Bachelor's degree in Music, Film Production, Arts Administration, or related field. Advanced degree preferred.
- Minimum of 3 years' experience in program management, preferably in the arts, music, or film sectors.
- Strong understanding of the music and film industries, with specific knowledge of film scoring highly desirable.
- Demonstrated ability to build and maintain relationships with a wide range of stakeholders, including artists, educators, and industry professionals.
- Proven track record of successful outreach and community engagement initiatives.
- Excellent organizational, leadership, and communication skills.



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- Ability to work flexibly, adapt to changing needs, and manage multiple projects simultaneously.
- Passion for the arts and commitment to the mission of the Acadiana Center for the Arts.

**Compensation and Benefits:**

- Competitive salary commensurate with experience.
- Generous vacation and leave policy.
- Opportunities for professional development and creative expression.