

Joffrey Ballet School

Head Resident Advisor Summer 2019

*For questions regarding this position, email Danielle Hecker,
Director of Residence Life at dhecker@joffreyballetschool.com.*

Department: Joffrey Ballet School – Residence Life

Positions: Head Resident Advisor

Reports To: Director of Residence Life

LOCATION AND DATES

The dates below include housing check-in days and projected training start dates. Please note, NYC contracts will vary in length and will not necessarily be the length of a full program. Contract dates could overlap with multiple programs. In satellite programs, those hired need to commit to the full duration of the program(s).

Los Angeles Summer Session:

June 9 – 29, 2019 / Projected Training Start Date: June 5, 2019

Intensive Program Types: Fusion Intensive, Hip-Hop Intensive

Dallas Summer Session:

July 14 – August 3, 2019 / Projected Training Start Date: July 10, 2019

Intensive Programs Types: Fusion Intensive

San Francisco Summer Session:

July 14 – August 3, 2019 / Projected Training Start Date: June 5, 2019

Intensive Programs Types: Contemporary Ballet Intensive

Georgia and Colorado Summer Session:

June 2 – July 20, 2019 / Projected Training Start Date: May 29, 2019

Applicants must be able to work in both Georgia and Colorado

Intensive Programs Types: Ballet and Jazz Intensives

POSITION SUMMARY

Joffrey Ballet School seeks hard working and enthusiastic individuals for Head Resident Advisors in LA, Dallas, San Francisco, and Georgia/Colorado. This is a temporary, full-time position, with live-in and on-call responsibilities. The Head RA is responsible for supervising housing staff and students who are residing in their assigned dormitory during the summer school session. The Head RA will organize transportation of students to and from the dormitory and Joffrey studio locations and activities. The Head RA will organize and supervise staff schedules and work assignments in the dormitory. The Head RA will ensure that all staff schedules, policies, transportation schedules, major disciplinary decisions and scheduled staff meetings are presented to the Director of Resident Life for review and approval. The Head RA will be responsible for communication between their assigned dormitory and Joffrey administrative staff, faculty, students, and parents.

Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, be able to problem solve, have excellent verbal and written communication, and have good organizational and analytical skills. Dance and Residence Life/significant leadership experience are required. Applicants must have earned or are working towards earning a college degree at an accredited university. Seniors in college or college graduates preferred.

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ESSENTIAL POSITION RESPONSIBILITIES

1. Work with Director of Residence Life/Program Coordinator and Joffrey administrative staff to ensure the well being of students and a positive atmosphere in the dormitory.
2. Ensure the directives and policies of the Director of Residence/Program Coordinator are followed by all staff and put into action in the dormitory, completing all tasks assigned by the Director.
3. Ensure that dormitory staff is familiar with the Joffrey facilities, medical policies and procedures, school administrative office, reception, school faculty and staff.
4. Train new staff that may arrive throughout the summer effectively and thoroughly.
5. Attend and plan all meetings and training sessions.
6. Maintain discipline and see that dormitory and Joffrey regulations are followed.
7. Ensure that dormitory staffs are supervising students in the dormitory at all times.
8. Organize and supervise student trips on activities (shows, shopping, beach, etc). This includes scheduling chaperones for additional activities and rehearsals scheduled by the Artistic Directors.
9. Ensure that injured or sick students are accompanied to medical facilities as needed.
10. Using conflict resolution and mediation skills to assist students with problems. Inform Director of Residence Life/Program Coordinator of problems that may interfere with the well being of student life in the dormitory.
11. Organize and run staff meetings and training sessions.
12. Schedule 1:1s with staff on a weekly basis and provide feedback on work performance.
13. Prepare the dormitory for arrival of new students which may include cleaning, bulletin board materials, door decs, organizing health forms, preparing sign in/out sheets, meal counts, etc.
14. Work RA shifts as needed and as scheduled by DRL or Program Coordinator.
15. Write in Daily Log in Google Drive with updates on concerns or issues presented by RAs.
16. Serve as the primary point of contact with parents of students in the dormitory – assuring that questions and concerns are promptly and satisfactorily addressed.
17. Serve as point of contact for Joffrey and the building administrative and maintenance staff.
18. Assist Airport Transportation Coordinator with transportation of students from airport.
19. Maintain dormitory office including student documentation, incident reports, health forms, etc.
20. Give housing orientation with confidence and authority.
21. Promote the enjoyment of the city and the JBS program.
22. Perform any other duty as assigned by the DoO, DRL, and Joffrey Administrative Staff.
23. Evaluate staff at the end of their contracts and communicate feedback with DRL.

REQUIRED QUALIFICATIONS FOR ALL HEAD RAS

Earned or pursuing a Bachelor or Master's Degree

Housing and Residence Life experience at a college or university

Experience in Student Leadership, Higher Education, or Student Affairs

18 years or older and permitted to work in the United States

PREFERRED QUALIFICATIONS

Child Development or Psychology degree

Teaching experience, or other experience working with children

Previous experience with a dance summer intensive or program

Dance experience

POSITION QUALIFICATIONS

Confidently supervise and lead peers, staff, and students.

Effectively prioritize work to reflect the needs of the students.

Excellent verbal and written communication

Demonstrate sound management skills, including the ability to manage multiple projects simultaneously.

Manage difficult situations with tenacity and professionalism.

Effectively and fairly interpret and apply policies and procedures.

Maintain documentation, files and work papers that are readily accessible and understandable.

Demonstrate diplomacy and professionalism in all interactions.

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Apply creativity and innovation to work processes.
Support and provide equal and fair treatment and opportunity for all.

REQUIRED PHYSICAL ABILITIES

Must be able to physically assist an injured student, which may include lifting and/or supporting their weight (Minimum weight lifting requirement: 50 lbs). Must be able to assist students to climb/descend stairs in an emergency. Must be able to lift metal bed frames, wooden posts, and mattresses.

COMPENSATION

Los Angeles / San Francisco / Dallas / Georgia / Colorado: Head RA receives room at Joffrey Ballet School housing, compensation in the amount of \$300/week, tickets to activities and shows. Free dance classes at Joffrey when not on duty.

Please note all class participation is subject to approval by the Artistic Director.

APPLICATION DEADLINE

Positions will be filled at a first come first serve basis to qualified candidates – please submit application early for best consideration. Applications will not be accepted after April 1, 2019. *Final candidates who are offered a position will be required to undergo a background check.* All international applicants must have a work visa to be considered for a position.