

Joffrey Ballet School

Resident Advisor Positions 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: Resident Advisor (all programs and locations) and Assistant Resident Advisor (New York City only)

Reports To: Head RA

DEPARTMENT: Joffrey Ballet School - Summer Programs

POSITIONS: Arts Administration and Brand Ambassador Intern 2019

PROGRAM LOCATIONS: New York City, Los Angeles, San Francisco, Las Vegas, Miami, Colorado Springs, Kansas City, Dallas, Athens – Georgia, Genoa - Italy, London – UK

DATES: Dates vary by program location. Programs run in the Summer between June and August

WHO WE ARE LOOKING FOR

Are you a people person?

Do you love interacting with kids and parents?

Do you value and understand a great customer experience?

Are you interested in Hospitality, Marketing, and Brand Integrity?

Do you love to communicate and work in teams?

PREFERRED QUALIFICATIONS

Hospitality
Management
Business Development
Administration
Marketing
Advertising
Teaching
Dance

POSITION SUMMARY

Joffrey Ballet School seeks enthusiastic, terminally happy, hardworking and productive individuals for Resident Advisor (RA) positions in New York City; Los Angeles, CA; Dallas, TX; San Francisco, CA; Miami, FL; Athens, GA; Colorado Springs, CO; and Las Vegas, NV. In New York, RA and Assistant RA (ARA) positions are available. This is a temporary, full-time position with live-in and on-call responsibilities. The RAs and Assistant RAs report to the Head RA. RAs and ARAs manage the daily operations of the Residence Halls and maintain an active leadership role to cultivate a positive and supportive community to the residents. The RAs serve as a role model and resource to students by assisting in artistic and personal growth.

RAs and Assistant RAs are responsible for assisting the Head RA in supervising and assisting students who are staying at Joffrey Ballet School during the summer school session. RAs will also

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collaborate with the Joffrey administration to ensure the well-being of all residents. Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, be proactive problem solvers, have excellent verbal and written communication, and have good organizational and analytical skills.

ESSENTIAL POSITION RESPONSIBILITIES

1. Work with Director of Residence Life, Head RA, and Joffrey administrative staff to ensure the well-being of students and a positive atmosphere in the dormitory.
2. Know, explain, and enforce dormitory policies/rules, including curfew, appropriate behavior, code of conduct violations, etc. Complete all required documentation in a timely manner.
3. Address student, parent, and faculty concerns in a helpful and courteous manner.
4. Resident Advisor and Assistant Resident Advisors are responsible for attending all training sessions, learning all Joffrey administrative processes, and learning how to use all Joffrey IT systems. Online training sessions may be held in advance.
5. Working with RA team to check students in and out of the building on arrival and departure.
6. Each week RA's and Assistant RA's will be assigned to either supervise students age 14 + or 13 and younger. The types of duties for each shift throughout the week will depend on the age group the RA is assigned to for the week. There are some duties in common. In New York, Assistant RAs are more likely to be responsible for students 13 or younger and the corresponding duties during their contract as determined by the Director of Residence Life and Head RA.
7. Supervision of students aged 14+: Includes, but is not limited to: Desk Duty shifts; on call shifts; escort students to and from classes, Joffrey and dorm activities as well as rehearsals and activities scheduled by the Artistic Directors and Director of Residence Life daily.
8. Supervision of students aged 13 and younger - Also referred to as "Chaperone Duty" this includes, but is not limited to: escorting students to and from the studios, activities, and during lunch break; supervise cooking, cleaning, grocery shopping; communicate with Chaperone student's parents when needed; perform roommate mediations. If Assistant RAs are assigned "Chaperone Duty" they will be assigned this duty for an entire week. Staff assigned to "Chaperone" shifts will be assigned limited responsibilities outside of their chaperone duties during the week of their assignment.
9. Complete tasks as assigned by the Head RA. Attend all meetings and training.
10. Follow work schedule as provided by the HRA and DRL.
11. Remaining duties upon interview

REQUIRED QUALIFICATIONS FOR ALL RA AND ASSISTANT RA POSITIONS

Earned or in the process of earning a Bachelor's Degree at an accredited college or university
All applicants must be 18 years or older and permitted work in the United States

PREFERRED QUALIFICATIONS FOR RA'S & ASSISTANT RA'S POSITION

HOSPITALITY, CAMP COUNSELOR, CHURCH COUNSELOR, CHURCH LEADER, BOY SCOUTS, GIRL SCOUTS, MISSION WORK, HOUSING AND RESIDENCE LIFE, LEADERSHIP OR MANAGEMENT EXPERIENCE

POSITION REQUIREMENTS

Be contagiously happy!

Treat Dancers with kindness and respect at all times

Have a friendly and welcoming attitude (a great sense of humor is bonus!)

Effectively supervise students to assure their safety and well-being

Excellent verbal and written communication

Work well in a team to effectively prioritize tasks, set goals and build community

Manage challenging situations with tenacity; support students and staff

Effectively and fairly interpret and apply policies and procedures; Demonstrate diplomacy in all interactions

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Complete documentation, files and incident reports in an efficient manner
Apply creativity and innovation to work processes
Support and provide equal and fair treatment and opportunity for all
Must be able to work long hours daily

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 end posts, and mattresses.

COMPENSATION

New York City: RAs & Assistant RA's receive room and board at Joffrey Ballet School housing, unlimited subway pass, tickets to activities/Broadway shows, and free dance classes at Joffrey when not on duty. RAs will receive compensation in the amount of \$300/week and Assistant RAs \$200/week.

Los Angeles / San Francisco: RAs receive room and board, compensation in the amount of \$250/week, tickets to activities, and free dance classes at Joffrey when not on duty.

Dallas / Georgia / Colorado / Miami/ Las Vegas: RAs receive room and board, compensation in the amount of \$225/week, tickets to activities, and 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.