

Joffrey Ballet School Head Resident Advisor / Intern Summer 2020

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 / Intern

Reports To: Director of Residence Life / Program Coordinator / Director of Administration

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).

Long Beach Summer Session: June 14 - July 11, 2020 / Projected Training Start Date: June 10, 2020
Intensive Program Types: Fusion Intensive, Hip-Hop Intensive

Dallas Summer Session: July 12 – August 1, 2020 / Projected Training Start Date: July 8, 2020
Intensive Programs Types: Fusion Intensive

San Francisco Summer Session: July 12 - August 1, 2020 / Projected Training Start Date: July 8, 2020
Intensive Programs Types: Contemporary Ballet Intensive

Georgia and Colorado Springs Summer Session: May 31 - July 18, 2020 / Projected Training Start Date: May 27, 2020

Applicants must be able to work in both GA and CO, but not all employees will work in both locations

Intensive Programs Types: Ballet and Jazz Intensives

Las Vegas Session: July 12 - August 8, 2020 / Projected Training Start Date: July 9, 2020
Intensive Programs Types: Jazz and Contemporary Intensive, Cirque du Soleil Intensive

Tampa Session: July 26 - August 8, 2020 / Projected Training Start Date: July 24, 2020
Intensive Programs Types: Hip Hop Intensive, Fusion Intensive

POSITION SUMMARY

Joffrey Ballet School seeks hard working and enthusiastic individuals for Head Resident Advisor / Interns in: Athens, GA & Colorado Spring, CO

Dallas, TX

Las Vegas, NV

Long Beach, CA

San Francisco, CA

Tampa, FL

This is a temporary, full-time position, with live-in and on-call responsibilities. The Head RA / Intern is responsible for supervising the RA / Interns staff and as well as all students in the program (housing and commuters). The Head RA / Intern will organize transportation of students to and from the dormitory, to Joffrey studio locations, and activities. The Head RA / Intern will organize and supervise staff schedules and work assignments in the dormitory as needed. The Head RA / Intern will ensure that all staff schedules, policies, transportation schedules, major disciplinary decisions and scheduled staff meetings are presented to the Director of Resident Life or Program Coordinator for review and approval. The Head RA / Intern will be responsible for communication between their assigned dormitory and Joffrey administrative staff, faculty, students, and parents.

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Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, be able to effectively problem solve, have excellent verbal and written communication skills, 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.

ESSENTIAL POSITION RESPONSIBILITIES

- 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.
- 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.
- Ensure that dormitory staff is familiar with the Joffrey facilities, medical policies and procedures, school administrative office, reception, school faculty and staff.
- Train new staff that may arrive throughout the summer effectively and thoroughly.
- Attend and plan all meetings and training sessions.
- Maintain discipline and see that dormitory and Joffrey regulations are followed.
- Ensure that dormitory staff are supervising students in the dormitory at all times.
- 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.
- Ensure that injured or sick students are accompanied to medical facilities as needed.
- 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.
- Organize and run staff meetings and training sessions.
- Schedule 1:1s with staff on a weekly basis and provide feedback on work performance.
- 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.
- Work RA shifts as needed and as scheduled by DRL or Program Coordinator.
- Write in Daily Log in Google Drive with updates on concerns or issues presented by RAs.
- Serve as the primary point of contact with parents of students in the dormitory – assuring that questions and concerns are promptly and satisfactorily addressed.
- Serve as point of contact for Joffrey and the building administrative and maintenance staff.
- Assist Airport Transportation Coordinator with transportation of students from airport.
- Maintain dormitory office including student documentation, incident reports, health forms, etc.
- Give housing orientation with confidence and authority.
- Oversee scheduling process. Oversee distribution of schedules.
- Prepare and distribute staff and studio schedules.
- Ensure that attendance for students, faculty, and musicians is taken and documented properly.
- Assist Artistic Directors with preparations for performance, including communication with theater staff, choreographers, and organizing other relevant logistics.
- Oversee the proper placement of equipment and marley in studios – ensure all studios are prepared for class in a timely manner.
- Train and supervise the Interns.
- Communicate with Artistic Directors and Chief Operating Officer; give status updates daily.
- Interact with parents, students, visitors/guests, and other staff members in a friendly, welcoming, and professional manner.
- Document files and paperwork so they are efficiently organized and readily accessible.
- Become familiar with Joffrey processes including facilities, basic maintenance, basic medical procedures, school administrative offices, reception, school faculty and staff, and staff processes.
- Work with the Joffrey administrative staff to ensure the well being of students and create a positive atmosphere for students.
- Use conflict resolution skills to assist students and staff members with problems that arise.

REQUIRED QUALIFICATIONS FOR ALL HEAD RA / INTERNS

Earned or pursuing a Bachelor's or Master's Degree
Housing and Residence Life experience at a college or university
Experience in Student Leadership, Higher Education, or Student Affairs
Administrative Experience
Customer Service Experience
Management Experience
18 years or older and permitted to work in the United States

PREFERRED QUALIFICATIONS

Experience in leadership and management
Child Development or Psychology degree
Teaching experience, or other experience working with children
Previous experience with a dance summer intensive or program
Dance experience

Application Skills: Microsoft Office (particularly Excel and Word); social media (Instagram / facebook / twitter / snapchat); Dropbox; Google Docs, Sheets, and apps.

POSITION QUALIFICATIONS

Confidently supervise and lead staff and students.
Effectively prioritize work to reflect the needs of the administration and 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.
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 end posts, mattresses, move equipment (such as ballet barres, boxes of office supplies / equipment / files, and rolls of Marley between studios). Applicants with valid Driver's License and willing to drive U-Hauls and moving vans is a plus.

COMPENSATION

Dallas / Long Beach / SF / Georgia / Colorado Springs / Las Vegas / Tampa: Head RA / Interns will receive housing and meals (if applicable), compensation in the amount of \$300/week, tickets to activities, and free dance classes at Joffrey when not on duty or working.

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

APPLICATION DEADLINE

Positions will be filled on a first come first serve basis to qualified candidates – please submit application early for best consideration. Applications will not be accepted after April 1, 2020. *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.

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Trainee Year Round Positions

Joffrey Ballet School offers a pre-professional year round Trainee program to students 13 - 25 years old in New York City and Frisco, TX. We offer RA positions in New York and RA / Admin positions in Frisco, Texas. Those who have graduated college or graduate from college by May 2020 are eligible to apply for these year round positions. If you are interested, please indicate this in your application. The Director of Residence Life will speak with candidates chosen for the interview process in more detail about these positions. 2020 - 2021 Trainee contracts will be from September 2020 - May 2021. Applicants must be able to fulfill the full length of this contract, relocate, and live in Joffrey housing. NY RAs and TX RA / Admin staff receive housing, free dance classes, and a weekly salary. Candidates must have worked for the Joffrey Ballet School during any Summer 2020 Intensives in any location. Those interested in the RA / Admin position in Frisco, TX must have a Driver's License and be able to bring a car to TX.

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