

# Joffrey Ballet School Arts Administration and Brand Ambassador Intern Summer 2020

*For questions regarding this position, email Danielle Hecker, at [dhecker@joffreyballetschool.com](mailto:dhecker@joffreyballetschool.com).*

**DEPARTMENT:** Joffrey Ballet School - New York Summer Programs

**POSITIONS:** Administration and Brand Ambassador Intern 2020

**PROGRAM LOCATIONS:** New York City

**DATES:** Various Dates and Durations throughout the summer from June through mid August.. Please see below.

## LOCATION AND DATES

Please note the below dates include training time and days. NYC contracts will vary in length and will not necessarily be the length of a full program, or contract dates could overlap with multiple programs.

NYC Summer Sessions: May 31 – August 22, 2020 / Projected Training Start Date: May 25, 2020

Intensive Programs Types: Ballet Intensive, Jazz and Contemporary Program, Broadway Musical Theater, Hip-Hop, Tap, Pre-Professional Program and Joffrey Experience

## POSITION SUMMARY

Joffrey Ballet School seeks hard working, proactive, and enthusiastic individuals to serve as Arts Administrative and Brand Ambassador Interns for its various summer programs throughout the United States. This is a temporary, full-time position, with live-in and on-call responsibilities. An Intern's primary responsibilities are to assist students, parents and faculty, serving as the initial on-site liaison with the administration and Artistic Directors of the School. Interns ensure the daily operations of the studios run smoothly, welcoming students, parents, and faculty, actively problem-solving issues as they arise, while ensuring a safe environment and assisting injured students. Interns are expected to be helpful, courteous, kind and welcoming.

Applicants must be able to work within the artistic culture of Joffrey, have the ability to give and receive constructive feedback, maintain a positive attitude, be able to problem solve, act proactively, have excellent verbal and written communication, and have good organizational and analytical skills. Dance and Residence Life/significant leadership experience preferred.

## ESSENTIAL POSITION RESPONSIBILITIES

- Address student, parent, and faculty concerns in a helpful and courteous manner.
- Take attendance for students and track faculty / musician hours for payroll. Report absent students and missing faculty / musicians to administration and Housing.
- Manage front desk and check-in of open class students.
- Proactively identify and resolve problems, bringing them to the attention of the administrative team as necessary.
- Update and maintain student records on Joffrey IT systems.
- Generate social media content for Joffrey's IT department as directed by the Administrative Staff
- Assist Customer Service as needed and provide customer service with updates on any relevant student issues.
- Interns 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.

- Interns are responsible for knowing the names and bios of the Artistic Director and faculty of the programs they are assigned to as well as specific program information provided during training.
- Work with the Joffrey administrative staff to ensure the well-being of students, including: ensuring students are hydrated, handing out ice, providing first aid to injured students, accompanying them to see a Doctor or physical therapist.
- Ensure the students are following the student code of conduct, reporting violations to the administration and housing department.
- Interns are expected to maintain a cheerful, positive, helpful, courteous, professional demeanor at all times.
- Ensure that any schedule changes and other important communication from the Artistic Directors and administration is effectively distributed in a timely manner to students, faculty and musicians as necessary.
- Document files and paperwork so they are efficiently organized and readily accessible.
- Assist with maintaining a clean and safe studios and locker rooms, which may include taking out trash, sweeping, cleaning mirrors, wiping down counters / barres, and transporting and setting up portable barres/musical instruments/class props/Marley flooring. Interns will check all studios prior to the start of class to ensure the studios are ready for class.
- Chaperone students to extra-curricular activities, such as Broadway musicals and trips to museums, including escorting them to and from the dormitories to the activities, ensuring their safety and that they have a great time.
- Work with housing staff to locate and assist lost students.
- Assist with preparation and operation of the performance in the theater, including transportation of students to and from the theater, tracking and handing out comp tickets, monitoring and organizing student performers in the back of house, assisting choreographers and the Artistic Directors with spacing and tech.
- Performing building opening and closing procedures and maintenance.
- Use conflict-solving skills to assist students with problems or address problems between staff.
- Perform other duties as assigned by the administration.

#### **POSITION QUALIFICATIONS**

Be Outgoing, Friendly, Proactive and Courteous

Confidently supervise and lead peers, staff, and students.

Effectively prioritize work to reflect the needs of the students.

Excellent verbal and written communication

Ability to multitask

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.

Apply creativity and innovation to work processes.

*Application Skills: Microsoft Office (particularly Excel and Word); Social Media (Instagram / Facebook / Twitter / Snapchat); Dropbox; Google Drive; Google Docs, Sheets, and apps.*

#### **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. Interns may be required to move equipment such as ballet barres, boxes of office supplies / equipment / files, and rolls of Marley between studios.

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## **PREFERRED QUALIFICATIONS**

Pursuing or earned a Bachelor or Master degree in Arts Administration or Fine Arts Degree in Dance.  
Arts Administrative experience  
Experience in Student Leadership, Higher Education, or Student Affairs  
Experience or course work in childhood development or psychology a plus  
Teaching experience, or other experience working with children a plus  
Dance experience

## **COMPENSATION**

New York City: Interns receive free housing (if applicable) at the Joffrey Ballet School dorms, compensation in the amount of \$200/week, unlimited subway pass, tickets to activities/Broadway shows where applicable. Free dance classes at Joffrey when not 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. *Final candidates who are offered a position will be required to undergo a background check.*

## **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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