

Joffrey Ballet School Resident Advisor Positions 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: Resident Advisor (all programs and locations) and Assistant Resident Advisor (New York City Only)

Reports To: Head RA and Director of Residence Life

LOCATIONS 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).

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 enthusiastic, hardworking and productive individuals for New York Resident Advisors (RA) and Assistant Resident Advisors (ARA). 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 and ARAs 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 the Joffrey Ballet School during the summer school session. RAs will also 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

- 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.
- Know, explain, and enforce dormitory policies/rules, including curfew, appropriate behavior, code of conduct violations, etc. Complete all required documentation in a timely manner.
- Address student, parent, and faculty concerns in a helpful and courteous manner.
- 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.
- Working with RA team to check students in and out of the building on arrival and departure.
- 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.
- Supervision of students aged 14+: 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.
- 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 the 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

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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.

- Complete tasks as assigned by the Head RA. Attend all meetings and training.
- Follow work schedule as provided by the HRA and DRL.
- Manage RA and Chaperone students daily.
- Record clear and thorough documentation of daily shift events in the Google Drive Daily Log. Update HRA/DRL on urgent and important issues.
- Check and answer duty email in a professional and timely manner using correct grammar, punctuation, appropriate tone, etc.
- Locate and assist lost students in your program location. Locate and give consequences to students who forget to sign in for curfew.
- Accompany injured or sick students to medical facilities as needed.
- Must be able to confidently lead and effectively direct students on public transportation (subway, bus, train, cab, etc.) Those applying to work in NY must know how to navigate the subway system.
- Clean dormitory rooms as determined by the Head RA and Director of Residence Life.
- Perform apartment, maintenance, and trash inspections. Complete and file all related documentation.
- Work with the HRA to prepare dormitory for arrival of students; which may include: removal of trash, organizing kitchens, cleaning apartments, replacement of furniture, and printing/hanging dormitory documents.
- Using conflict resolution and mediation skills to assist students with problems. Inform Head RA of problems that may interfere with the well-being of student life in the dormitory.
- Become familiar with the Joffrey facilities, Joffrey building, basic medical procedures, school administrative office, reception, school faculty and staff.
- Communicate with parents as necessary and as directed by the Head RA.
- Attend weekly 1:1s with immediate supervisor to discuss work performance, ideas, and goals.
- Other duties as assigned by the Head RA, DRL, DOO, and Joffrey Administrative Staff.

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 POSITION

Housing and Residence Life experience at a college or university
Experience in Student Leadership, Higher Education, or Student Affairs
Administrative Experience
Child Development or Psychology degree
Dance or Fine Arts experience

PREFERRED QUALIFICATIONS FOR ASSISTANT RA POSITION

Teaching experience, or other experience working with children
Dance Experience or Fine Arts experience

Application Skills: Microsoft Office (particularly Excel and Word); Dropbox; Google Drive; Google Docs, Sheets, and apps.

POSITION REQUIREMENTS

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
Demonstrate sound project management skills, including the ability to manage multiple projects
Manage challenging situations with tenacity; support students and staff
Effectively and fairly interpret and apply policies and procedures; Demonstrate diplomacy in all interactions
Complete documentation, files and incident reports in an efficient manner
Comply with directions and instructions from supervisors

Support and provide equal and fair treatment and opportunity for all
Must be able to work long hours daily and heavy work weeks

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. Applicants with valid Driver’s License and willing to drive U-Hauls is a plus.

COMPENSATION

New York City: RAs & Assistant RA’s receive housing at the Joffrey Ballet School housing, unlimited subway pass, tickets to activities/Broadway shows when chaperoning, 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. *Pay rates are experience based.*

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, 2020. *Final candidates who are offered a position will be required to undergo a background check.* All international applicants must have a work visa at the time of their interview to be considered for a position.

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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