

# Joffrey Ballet School Resident Advisor / Intern Positions Summer 2020

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

**Department:** Joffrey Ballet School – Residence Life and Summer Programs

**Positions:** Resident Advisor / Intern

**Reports To:** Head RA / Intern

## **LOCATIONS AND DATES**

The dates below include housing check-in days and projected training start dates. 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

**Miami Summer Session:** July 5 - August 1, 2020 / Projected Training Start Date: July 2, 2020  
Intensive Programs Types: Fusion Intensive, Ballet Intensive

**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 enthusiastic, hardworking and productive individuals for Resident Advisor / Interns positions in:

Athens, GA & Colorado Spring, CO

Dallas, TX

Las Vegas, NV

Long Beach, CA

Miami, FL

San Francisco, CA

Tampa, FL

This is a temporary, full-time position with live-in and on-call responsibilities. The RA / Interns manage the daily operations of the Residence Halls, studios, and maintain an active leadership role to cultivate a positive and supportive community to the students. RA / Interns will assist students, parents and faculty, serving as the initial on-site liaison with the administration and Artistic Directors of the School. RA / Interns ensure the

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daily operations of the dorm, studios run smoothly, welcoming students, parents, and faculty, actively problem-solving issues as they arise, while ensuring a safe environment and assisting injured students. RA / 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**

### **Intern / Admin**

- Attend 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.
- Maintain a cheerful, positive, helpful, courteous, professional demeanor at all times.
- Address student, parent, and faculty concerns in a helpful and courteous manner.
- Work with the 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.
- Perform daily building opening and closing procedures (which may include locking/unlocking facilities, turning lights on/off, preparing sound equipment, turning the AC on/off), maintenance, and cleaning when necessary (including bathrooms).
- Transporting and setting up equipment between studio locations as necessary.
- Interns will perform daily studio maintenance/cleaning at all times. Maintain clean and safe studios, locker rooms, bathrooms, and common areas (which may include cleaning mirrors, wiping down barres/counters, sweeping, taking out trash, and the immediate cleaning of spills.)
- Ensure that any schedule changes and other important communication from the Artistic Directors and administration are effectively distributed in a timely manner to students, faculty and musicians as necessary.
- Take attendance for students and report absent students and missing faculty/musicians to administration and Housing.
- Update and maintain student records on Joffrey IT systems.
- Work with housing staff to locate and assist lost students.
- Track faculty/musician attendance/hours for payroll. Report missing/tardy faculty/musicians to administration.
- Ensure the students are following the student code of conduct, reporting violations to the administration and housing department.
- Proactively identify and resolve problems, bringing them to the attention of the administrative team as necessary.
- Use conflict resolution skills to assist students with problems or address problems between staff. Initials here: MC
- Assist Joffrey Guest Service as needed and provide customer service with updates on any relevant student issues.
- Safely escort students to and from the dormitories to the studios and/or activities.
- Generate social media content for Joffrey's IT department as directed by the Administrative Staff.
- 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.
- 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 the house, assisting choreographers and the Artistic Directors with spacing and tech.
- Document files and paperwork so they are efficiently organized and readily accessible.

### **Resident Advisor / Housing**

- Work with peers and administrative staff to ensure the well-being of students and a positive atmosphere in the dormitory.

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- Responsible for maintaining discipline and enforcing the rules of the dormitory, including, but not limited to, curfew, behavior/dormitory, and proper removal of trash.
- Responsible for working with team to check students in and out of the building on arrival and departure.
- Help prepare for check-in/out day, including cleaning rooms, moving furniture and other building preparations.
- Locate and assist lost students in the site-specific city.
- Accompany injured or sick students to medical facilities.
- Perform apartment, maintenance, and trash inspections. Complete and file all related documentation.
- Report and assist with the resolution of maintenance issues.
- Work with HRA to write and file Incident Reports for code of conduct violations or psychological episodes. Always contact HRA immediately for help resolving the issue.
- Use 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 program facilities, program building, basic medical procedures, school administrative office, reception, school faculty and staff.
- Communicate with parents as necessary and as directed by the Head RA.
- Live in the dormitory, in a double or triple occupancy room with another staff member(s) or student(s).

**REQUIRED QUALIFICATIONS FOR ALL RA / INTERNS**

Earned or in the process of earning a Bachelor’s Degree at an accredited college or university  
 Experience in Residence Life or Child Care and Arts Administration or administration experience  
 All applicants must be 18 years or older and permitted work in the United States

**PREFERRED QUALIFICATIONS FOR RA / INTERNS**

Housing and Residence Life experience at a college or university  
 Arts Administration Experience  
 Experience in Student Leadership, Higher Education, or Student Affairs  
 Manage difficult situations with tenacity and professionalism  
 Effectively and fairly interpret and apply policies and procedures  
 Child Development or Psychology degree  
 Dance or Fine Arts experience

*Application Skills: Microsoft Office (particularly Excel and Word); social media (Instagram / facebook / twitter / snapchat); Dropbox; 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, 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 / Miami / GA / CO / LV / Tampa: RA / Interns will receive housing and meals (if applicable), compensation in the amount of \$225/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 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.