



## Charlotte Ballet's 2019 Summer Intensive Resident Advisor Job Description

The goal of our residential staff is to promote a positive residential life experience for all our Summer Intensive participants. The Resident Advisor will assist in the supervision of the Summer Intensive dancers, as well as provide support to the Residential Director. We are seeking an undergraduate or recent college graduate to fulfill these responsibilities. The Resident Advisor is employed solely by Charlotte Ballet Academy will report to Charlotte Ballet Academy Program Manager.

Dates of employment: **Wednesday, June 19, 2018 – Sunday, July 28, 2019**

The Resident Advisor (RA) will:

- Reside on UNC Charlotte's campus June 19 – July 28, 2019
- Participate in training, planning sessions, and on-site preparations June 19 – 22
- Assist with dorm check-ins on Sunday, June 23 & Sunday, June 30; dorm check-out on Sunday, July 28
- Serve as contact for dormitory concerns/emergency situations while dancers are on campus
- Supervise dancers whenever they are on campus (approximately 5 PM – 9 AM, Monday – Saturday and all day Sunday)
- Ensure that all dancers uphold curfew and all other UNC Charlotte/Charlotte Ballet regulations and policies; Report all misconduct to RD
- Assist RD with check-in/check-out process for dancers allowed to leave campus during visitation hours
- Actively engage dancers during the evening hours, i.e. door open, make rounds, etc.
- Attend and supervise all meals; ensure dancers are eating and oversee proper behavior
- Coordinate evening/weekend activities at UNC Charlotte in collaboration with RD & Student Chaperones
- Assist the Residential Director with ensuring all Charlotte Ballet regulations and policies; Report all misconduct to Academy Program Manager
- Report issues such as lost keys, lost access cards, security, cleaning services, meal issues, etc. to RD
- Mediate roommate/group conflicts in collaboration with RD that may arise; Assist dancers with personal/transitional concerns
- Attend/supervise weekly planned excursions (Target, Carowinds, off campus meals, etc.) as needed
- Assist the Student Chaperones with nightly curfew checks
- Be on-call in case of emergency during hours when dancers are at the Center for Dance studios (approximately 9 AM – 5 PM, Monday – Saturday). The RA may be asked to provide transportation to a student during the day in case of emergency, stay with a dancer on the hall if they are sick/injured, or return back to campus to supervise a sick/injured dancer
- Be on-call and available in case of emergency during overnight hours at UNCC
- Participate in weekly meetings with Academy Program Manager

Compensation will be \$2,000 and housing provided at UNC Charlotte during employment dates. The RA will have one weeknight (Monday – Friday) off per week in rotation with the other resident staff. Residential staff will be on Charlotte Ballet's payroll and therefore will receive paychecks every two weeks. Breakfasts and Dinners are provided. A parking pass for a vehicle on campus will be at the cost of the RA.

To apply: Send resume, cover letter, and a list of three references to Charlotte Ballet's Academy Program Manager, Ruth Gibbs, at [rgibbs@charltteballet.org](mailto:rgibbs@charltteballet.org). **Application deadline is Friday, March 15, 2019 at 12 PM.**