



Charlotte Ballet's 2023 Summer Intensive Residential Director Job Description

The goal of our residential staff is to promote a positive residential life experience for all our Summer Intensive participants. The Residential Director's primary focus is to represent Charlotte Ballet on the UNC Charlotte campus and to manage/oversee all aspects of the campus housing experience.

The Residential Director will supervise the Residential Advisors, and will serve as the first contact for dancers and parents with residential concerns. Charlotte Ballet requires successful candidates to be fully vaccinated. Candidates should be prepared to submit proof of vaccination upon hire.

The Residential Director will report directly to the Charlotte Ballet Experience Manager.

Dates of employment: **Thursday, June 22, 2023 – Sunday, July 30, 2023**

Responsibilities:

- Reside on UNC Charlotte campus from June 22 – July 30, 2023
- Participate in training, planning sessions, and on-site preparations June 22 – July 30
- Assist with dorm check-ins on Sunday, June 25; dorm check-out on Sunday, July 30
- Serve as a liaison between Charlotte Ballet and Conference Services at UNC Charlotte regarding issues such as lost keys, lost access cards, catering, security, cleaning services, etc.
- Serve as the primary contact for dancers and parents regarding residential concerns.
- Supervise check-in & check-out process for dancers allowed to leave campus during visitation hours
- Ensure that all dancers uphold curfew and all other UNC Charlotte/Charlotte Ballet regulations and policies; Report all misconduct to Academy Experience Manager
- Mediate roommate or group conflicts that may arise; Assist dancers with personal/transitional concerns
- Coordinate and manage weekly staff meetings with Resident Advisors and Student Chaperones
- Supervise dancers whenever they are on campus (approximately 5 PM – 9 AM, Monday – Saturday and all day Sunday)
- Monitor and actively engage dancers during the evening hours
- Coordinate evening and weekend activities at UNC Charlotte in collaboration with Academy Business Manager, Resident Advisors, and Student Chaperones
- Be on-call and available in case of emergency during overnight hours at UNC Charlotte
- Be on-call in case of emergency during hours when dancers are at the Center for Dance (approximately 9 AM – 5 PM, Monday – Saturday). The RD may be asked to provide transportation to a dancer during the day in case of emergency, or to stay with a dancer on the hall if they are sick.
- Attend and/or supervise weekly planned excursions (Target, Carowinds, off campus meals, etc.)
- Participate in weekly meetings with Charlotte Ballet's Academy Experience Manager
- Act as an informational liaison between Charlotte Ballet's Academy Experience Manager and the dancers
- Supervise Resident Advisors and Student Chaperones

Qualifications:

- College degree or equivalent work experience
- Student conduct experience
- Experience with living and learning communities or residential academic programs

- Up-to-date on COVID-19 vaccinations, including boosters when applicable. Proof of vaccination required.
- Management and/or supervision experience

Preferred Qualifications:

- Knowledge of performing arts; preferably dance
- Experience working with or attending summer intensive programs or camps
- Experience with children ages 12 - 18

Compensation will be \$5150 and housing provided at UNC Charlotte during employment dates. The RD will have one weeknight (Monday – Friday) off per week in rotation with the Resident Advisors. 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 provided by Charlotte Ballet.

To apply, please send resume, cover letter, and a list of three references to Charlotte Ballet's Academy Experience Manager, Meghan Cole, at mcole@charlotteballet.org. **Application deadline is Sunday, April 16, 2023 at 11:59 PM.**

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including: artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.