



## Charlotte Ballet's 2025 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 (RD) 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 report directly to the Academy Experience Manager. The RD will supervise the Residential Advisors (RAs) and will serve as the first contact for dancers and parents with residential concerns.

Charlotte Ballet's mission is through dance, we create authentic connections, engaging and inclusive educational opportunities, and transformative experiences.

Dates of employment: **Wednesday, June 18, 2025 – Sunday, July 27, 2025**

*Please note that Charlotte Ballet observes Juneteenth and will not conduct business on Thursday, June 19. The housing provided begins Wednesday, June 18. Provided meals begin with dinner on Sunday, June 22.*

### Responsibilities:

- Reside on University of North Carolina - Charlotte's campus June 18 – July 27, 2025
- Participate in training, planning sessions, and on-site preparations
- Assist with dorm check-ins on Sunday, June 22 and Sunday, June 29
- Facilitate dorm check-out on Sunday, July 27
- 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
- Supervise dancers whenever they are on campus (approximately 5 PM – 9 AM, Monday – Friday, 1 PM – 12 AM 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 Experience Manager and Resident Advisors
- 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 in 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 Management Team
- Act as an informational liaison between Charlotte Ballet's Academy Experience Manager and the dancers
- Supervise Resident Advisors

### Qualifications:

- College degree or equivalent work experience
- Student conduct experience
- Experience with living and learning communities or residential academic programs
- 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 includes \$5,465, housing provided at UNC Charlotte during employment dates, and two tickets to each Charlotte Ballet performance during the 2025/2026 Season. 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. If lost or misplaced, the RD will be responsible for purchasing a replacement parking pass.

*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.*