



Charlotte Ballet's 2022 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 Advisor and Student Chaperones, and is equipped to be the first contact for dancers and parents with residential concerns. Due to current pandemic circumstances and acknowledging the highest care for our students, Charlotte Ballet is requiring any 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 Academy Business Manager.

Dates of employment: **Wednesday, June 22, 2022 – Sunday, July 31, 2022**

Responsibilities:

- Reside on the UNC Charlotte campus June 22 – July 31, 2022
- Participate in training, planning sessions, and on-site preparations June 22 – July 31
- Assist with dorm check-ins on Sunday, July 26; dorm check-out on Sunday, July 31
- 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 Business 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)
- Attend and supervise all meals; ensure dancers are eating and oversee proper behavior
- Actively engage dancers during the evening hours, i.e. door open, make rounds, etc.
- 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, off campus meals, etc.)
- Participate in weekly meetings with Charlotte Ballet's Academy Business Manager
- Act as an informational liaison between Charlotte Ballet's Academy Business 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 \$5,000 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 Advisor. 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 Business Manager, Amber Bennett, at abennett@charlotteballet.org. **Application deadline is Sunday, May 1, 2022 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.