

Joffrey Ballet School Job Texas Trainee RA/Administrative Assistant Description and Duties

For questions regarding this position, email Danielle Hecker, Director of Residence Life at dhecker@joffreyballetschool.com or Shannon Monticciolo at shannon@joffreyballetschool.com

Department: Joffrey Ballet School – Residence Life

Positions: Resident Advisor and Administrative Assistant

Reports To: Director of Residence Life and Texas Program Coordinator

ESSENTIAL POSITION RESPONSIBILITIES

1. Work with Joffrey administrative staff to ensure the well-being of students and a positive atmosphere in the apartments and facilities.
2. Responsible for maintaining discipline and enforcing rules of the apartments, including, but not limiting to, curfew, behavior, study hours, and maintenance of facility.
3. Responsible to check students in and out of the building on arrival and departure, including cleaning rooms, moving furniture, and other building preparations for check-in and check-out days.
4. Maintain discipline and see that apartment policies are being upheld.
5. Attend weekly 1:1s with the DOD and/or Artistic Director to discuss job performance, job assignments, follow ups, goals, professional development, share ideas, and build rapport.
6. On Call shifts Monday- Sunday and as needed.
7. Maintain a professional relationship with all students and housing staff.
8. Organize and chaperone student activities around the city (Shopping, Lincoln Center, Broadway shows, etc).
9. Follow work assignment schedule as provided by the Director of Administration Dallas, Artistic Director(s), or executive management team.
10. Locate and assist lost students in Frisco.
11. Accompany injured or sick students to medical facilities when needed.
12. Host study hours session 2x's a week for an hour and half each time.
13. Perform apartment, maintenance, and trash inspections. Complete and file all related documentation.
14. Using conflict resolution and mediation skills to assist students with problems that may interfere with the well-being of student life in the apartment.
15. Write and file Incident Reports for code of conduct violations or psychological episodes. Always email the D.O.D and Artistic Director a summary of incidents immediately after the incident has happened and has been resolved.
16. Move furniture between buildings, apartments, or rooms; take trips to storage when necessary.
17. Communicate information effectively between staff members; requesting specific time off at least 2 weeks in advance, and communicating schedule conflicts in advance.
18. Assist D.O.D with daily operations including filing, recording and given tasks necessary for the trainee program or others designated by D.O.D (i.e. audition tour).
19. Communicate with parents as necessary via phone/email and as directed by the D.O.D.
20. Perform duties as assigned by D.O.D, Director of Customer Service, Artistic Director which may include tasks not mentioned in Exhibit A or related to the trainee program.
21. Live in the apartment, as required by D.O.D.
22. Have a work schedule flexible to accommodate a 25 hour work week including time spent performing resident advisor responsibilities, performance prep, and admin work.

JOFFREY BALLETSCHOOL

FOUNDED BY ROBERT JOFFREY IN 1953

23. Employee shall notify Artistic Director and DOD of any absences, tardiness, or out of normal activities shown by the dancers.
24. Employee will collect invoices on a bi monthly basis based on pay dates.
25. Employee shall email parents and students of any missed classes, tardiness, late checks ins, class observations and incidents within the same school day.
26. Make arrangements of meetings with Artistic director and other faculty as needed.
27. Manage the daily observance and requirements of the work study students along with assistant resident advisor. Reporting progress to DOD regarding work study students.
28. Manage social media content/postings for all platforms to promote the trainee program with a minimum of 3 interactions and or postings a week. This includes, pictures and videos.
29. Create and email students and parents of announcements each week. Each email must be approved by D.O.D.
30. Host trainee meetings and view apartments as needed.
31. Assist instructors with costume fittings and assist with in studio performances.
32. Physically do curfew checks for ages 13-15 at 8pm on weekdays and 9:30pm weekends. Institute quiet hours at 10pm daily.
33. Physically do curfew checks for ages 15-17 at 9pm on weekdays and 11pm weekends. Institute quiet hours at 10pm daily.
34. Monitor cameras for each apartment nightly and check notifications if motion sensor is set off. Respond accordingly.
35. The employee agrees that they will not enter any facility in which Joffrey students are present while the employee is under the influence of drugs or alcohol.
36. The employee agrees that they will not possess or consume alcohol or any illegal substances in any facility in which Joffrey students are present.

REQUIRED QUALIFICATIONS FOR FULL TIME RA

College graduate who has earned a Bachelor or Master’s Degree
 Housing and Residence Life experience at a college or university
 Experience in Student Leadership, Higher Education, or Student Affairs
 Arts Admin or Business Admin Experience
 Have a car and driver’s license
 CPR Certified
 Permitted to work in the United States
 Teaching experience, or other experience working with children
 Dance experience

POSITION QUALIFICATIONS

Confidently supervise and lead peers, staff, and students.
 Effectively prioritize work to reflect the needs of the students.
 Excellent verbal and written communication
 Demonstrate sound management skills, including the ability to manage multiple projects simultaneously.
 Manage difficult situations with tenacity and professionalism.
 Effectively and fairly interpret and apply policies and procedures.
 Maintain documentation, files and work papers that are readily accessible and understandable.
 Demonstrate diplomacy and professionalism in all interactions.
 Apply creativity and innovation to work processes.
 Support and provide equal and fair treatment and opportunity for all.

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 posts, and mattresses.

Compensation

The full time RA position in TX includes free housing (utilities and parking included), RA will have their own room and bathroom upstairs in an apartment with other students on the ground floor, free dance classes, \$200/week.