

Milwaukee Ballet's mission is to transform lives and connect communities through inspiring performance, community engagement, education, and training.

SUMMER INTENSIVE HOUSING MANAGER

Position Summary

Dates of Employment: Thursday, June 13-Saturday, July 27, 2024
Employer: Milwaukee Ballet, 128 N Jackson St, Milwaukee, WI 53202
Location of Employment: Margaret Loock Hall (MLH) at Milwaukee School of Engineering (MSOE) and Milwaukee Ballet School & Academy Studio Locations (Downtown Milwaukee, Fox Point, and Brookfield)

Milwaukee Ballet's Summer Intensive Program is an international program for students ages 11-22 with a daily schedule that rivals a professional dance company in the number of hours spent in the studio along with the supervised independence of campus living. The program provides each student the opportunity for tremendous technical, artistic, and personal growth.

Students attending the program are dedicated, driven, pre-professional students of ballet who are selected during a multi-city international audition tour to study with artists and faculty of Milwaukee Ballet. Approximately 50-70 of the 150+ students in the program will reside at MSOE's Viets Tower and require supervision and guidance from the Resident Housing Manager and Resident Assistant Staff.

Responsibilities

- Live on-site with Resident Assistant staff and students
- Schedule and manage Resident Assistant staff of up to 10 employees
- Ensure the health and well-being of students, including overseeing the implementation and adherence of health and safety protocols for COVID-19
- Create a positive experience for students and staff
- Conduct at least weekly staff meetings with Resident Assistant staff
- Ensure all Residence Hall policies of the Milwaukee Ballet and MSOE are followed
- Resolve conflicts with students or staff in a professional manner
- Communicate between School office staff and Residence Halls (daily Monday-Friday, weekends if needed)
- Communicate with parents of students residing in housing and during excursions as needed
- Take resident students to necessary doctor appointments and relay information to parents
- Maintain balanced petty cash fund for Residence Hall activities
- Oversee daily paperwork exchange between school office staff and Residence Halls
- Other duties as needed

Background & Qualifications

- 4-year degree in education, social work, or other related field
- Experience as an educator, Resident Assistant, or other work with teens
- Clean driving record, insurance, and a reliable car
- Pass extensive background check
- Dance experience not required

Required Values & Qualities

- History of excellent communication skills with teens and their parents
- Leadership or management experience
- Able to enforce policy with consistency and fairness
- Positive, outgoing, friendly

Compensation

- Private dorm room on Milwaukee Ballet floor at MSOE Margaret Lock Hall
- Meal plan at MSOE
- Parking at MSOE
- Mileage Reimbursement
- Cell phone for use during the program
- Weekly salary

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Become familiar with Milwaukee Ballet's Summer Intensive Program by visiting www.milwaukeeballet.org
- Review the Housing Manager expectations listed above
- Complete and submit the following paperwork, sending it as one file:
 - Cover letter describing why you are interested in and what you hope to gain from the position
 - Resume, highlighting experiences related to Housing Manager position
 - Contact information for three references you have known for at least 12 months
 - Application (below)
 - Background check form (below)

After your application is reviewed, you will be contacted for an initial interview, if your application demonstrates the necessary qualifications. Interviews will be conducted via Zoom.

Applications should be submitted to Alyx Johnson, MBSA Coordinator, at ajohnson@milwaukeeballet.org.

Date Posted: January 24, 2024