

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

SUMMER INTENSIVE RESIDENT ASSISTANT

Position Summary

Positions Available: Full-Time, Live-in Resident Assistants or Part-Time Resident Assistants
Dates of Employment: Thursday, June 13-Saturday, July 26, 2024
Employer: Milwaukee Ballet, 128 N Jackson St, Milwaukee, WI 53202
Locations 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

- Maintain a safe, welcoming environment for students and fellow staff
- Report on-time for all shifts, ready to work
- Ensure all students are following the rules and policies of the program, always
- Get to know all students so potential conflicts and problems can be recognized early
- Oversee student check-out/check-in
- Open and close Fox Point and Brookfield studio facilities and supervise students onsite
- Transport and accompany students to/from and during clinic appointments as scheduled
- Assist students with roommate conflicts, homesickness or any other pertinent issues
- Plan safe, appropriate, enjoyable activities for students
- Maintain open lines of communication between other Residents Assistants and Housing Manager
- Complete all necessary record-keeping paperwork
- Attend weekly staff meetings
- Other duties as needed

Background & Qualifications

- Prior resident assistant, camp counselor, or teaching experience required
- Must be at least one year post high school at the start of the program
- Pass extensive background check
- Dance experience not required
- Cannot also be enrolled in the Milwaukee Ballet Summer Intensive Program

Required Values & Qualities

- Must be mature, responsible and dependable
- Demonstrate sound judgement and good decision-making skills
- Able to remain calm and professional always
- Able to work independently and as part of a team

Compensation

- Competitive wages available. Compensation based on experience.
- Parking, if needed

Full-Time, Live-in Residents also receive:

- Private dorm room on Milwaukee Ballet floor at MSOE Margaret Look Hall
- Meal plan at MSOE

Scheduling

Live-In Resident Assistants will be scheduled for approximately 40 hours of shifts each week and will receive one period of 24 hours off consecutively. Part-Time Resident Assistants will be scheduled for approximately 20 hours per week. The Resident Assistant schedule will be made by the Housing Manager, and shifts can only be changed with the Housing Manager's permission. It is imperative that problems or conflicts with the schedule are discussed with the Housing Manager as soon as they are discovered. The Housing Manager must be notified of emergency changes in the schedule. Actual schedule will be provided once the full team is hired.

SAMPLE SCHEDULE FOR FULL-TIME, LIVE-IN RESIDENT ASSISTANT								
Duty	Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Day Off	7:00am-7:00am		Day off					
Bus Check	7:45am-9:00am			ON				
Daytime Desk	6:45am-3:45pm	ON						ON
Studio Supervisor	8:45am-5:00pm					ON		
Lunch Monitor	12:30-1:30pm	ON						
Evening Desk	3:45pm-bed check							
Activity	Evening			ON				
Rover	6:00pm-bed check						ON	
Bed Check	at designated times				ON			

SAMPLE SCHEDULE FOR PART-TIME RESIDENT ASSISTANT								
Duty	Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Daytime Desk	6:45am-3:45pm							ON
Evening Desk	3:45pm-bed check	ON				ON		
Activity	Evening		ON					
Rover	6:00pm-bed check				ON			
Bed Check	at designated times				ON			

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 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 Resident Assistant 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 Resident Assistant 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