

## **LEAD RESIDENT ASSISTANT**

Reports to: School Director & School Manager

Position Type: Seasonal/Temporary

Compensation: \$828.00 per week, room and board at Portland State University, public transportation pass, admission to weekend excursions, ballet classes as schedule permits.

Dates of Employment: June 22, 2024–August 3, 2024

### **ABOUT THIS POSITION:**

Each summer, Oregon Ballet Theatre School hosts students from around the world at our six-week Summer Intensive program. Housing opportunities for students traveling to the area are provided at a local university and OBT is in search of Lead Resident Assistant for the dates of June 22, 2024–August 3, 2024. Lead Resident Assistants serve as leaders for the students in the Summer Housing Program connected to Oregon Ballet Theatre's 2024 Summer Intensive. While their primary responsibility is the safety and well-being of the student body, their central focus is crafting an engaging and welcoming environment which considers and respects the needs of a diverse student population many of whom may be away from home for the first time. It is helpful, though not necessary that individuals in the Lead Resident Assistant role have knowledge of dance training, with an understanding of summer camps and programs.

### **ABOUT OBT SCHOOL:**

OBT School is the official training ground of Oregon Ballet Theatre, located on the South Waterfront in Portland, Oregon. Students receive exemplary training from our world-class faculty, emphasizing pure classical technique. This experience is enhanced by invaluable opportunities to perform in fully staged productions at the Keller Auditorium alongside the professional dancers of Oregon Ballet Theatre.

### **MISSION:**

OBT School's mission is to provide the highest quality dance training to all its students. We believe that every student deserves the best instruction possible, whether they pursue a career in dance.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Create and maintain a safe, secure, and nurturing residential environment for all students.
- Manage regular communication between students and resident assistant staff. This includes checking students out and in for errands, meals, and weekend absences.
- As needed respond to communication from families of students.
- Work in conjunction with the school administrative staff to create rules and guidelines for Summer Intensive students.
- Ensure adherence to all Oregon Ballet Theatre's and Portland State University's policies and procedures.
- Collaborate with all Resident Assistants to create and implement activity schedule and structure of daily transportation schedules to and from the OBT studios.
- Organize and assign groups of students to each Resident Advisor.
- Collaborate with each Resident Assistant to implement RA schedules including on-call schedules, days off, and activity staffing.

- Communicate activity plans and budgets with OBT School manager and director (including weekend excursion plans and budgets and weeknight activity plans and needed supplies).
- Establish a common understanding of Oregon Ballet Theatre and Portland State University: conduct an orientation session for all resident students; review all resident regulations and schedules; familiarize students with campus facilities.
- Enforce disciplinary action as necessary, determined by Oregon Ballet Theatre and Portland State University's behavioral guidelines and at the direction of the school administrative staff.
- Advocate for student comfort and safety with PSU Summer Housing & Conferences department.
- Assist with student check in to and out from PSU's dormitory.
- Accompany students to all meals, events, and activities. No student under the age of 18 years old may remain unsupervised at any time.
- Establish a daily routine for the students in consultation with the school administrative staff. Institute engaging, informal activities for the students during evening hours. Be reasonably accommodating to students' activity requests, while exercising mature judgment.
- Communicate all problems that arise and cannot be handled by the Resident Assistant to the school administrative staff in a timely manner.
- Escort students to and from OBT's auxiliary studio.
- May be required to transport students in a company vehicle on occasion.

#### **REQUIRED COMPETENCIES AND QUALIFICATIONS:**

- Experience with pre-professional ballet training and summer intensive programs.
- Experience with student housing programs preferred.
- Flexibility, positive attitude, and superior customer service.
- Exceptional moral character and an ability to lead by example.
- Exceptional communication skills.
- Must be dependable, reliable, and punctual.
- Prior experience in customer care and the supervision of students or children.
- Strong commitment to the protection and safety of minors.
- Attention to detail, highly responsible, strong work ethic, and excellent organizational skills.
- Ability to enforce disciplinary action.
- Candidates should be available for all six weeks of program.
- Must be 18 years of age or older by the program start date.
- Current CPR and first aid certification preferred.
- Proof of auto insurance and copy of a current driver's license.
- Candidates will be subject to a criminal background and motor vehicle check.

#### **HOW TO APPLY:**

- Please send a cover letter, resume, contact information, and three professional references to [jobs@obt.org](mailto:jobs@obt.org) with a subject line stating the position you are applying for.