

## Employment Opportunity

Position: Summer Resident Director (2 positions available)  
Location: Santa Barbara, CA  
Status: Seasonal, Full-time, Non-Exempt  
Position Dates: June 4 to August 13, 2019

### Position Description

The Resident Directors (RDs) are members of the Academy's residence life team. In collaboration with the Housing Director (HD), they manage the Academy's residential life program, under the direction of the Student Services department. RDs serve as the Academy's primary contact for the residential campus at which the Academy houses fellows (students) and select summer administration. This is a summer "live-in" position. Two RDs alternate being on duty during the contract period. RDs encourage a positive and supportive community environment at the residential campus through supervision of fellow housing facilities, holding fellows accountable to policies as outlined in the Academy Handbook, engaging fellows in weekly social events, offering referrals to support services such as the wellness program and counseling resources, and responding to campus emergencies. RDs mentor Resident Assistants (RAs), who assist in social event planning and community building efforts.

Hours when the RD is required to remain on campus are on-duty hours, alternating every other day or every two days with the co-RD, so that at least one RD is on campus at all times. Both RDs and the HD will be on duty during onboarding dates and registration/fellow arrival dates (June 4, 5, 6, 7, 10, 12, 14, 15) and during the fellow departures and campus move-out dates (August 11, 12, 13). During the rest of the contract period, RDs alternate duty according to a mutually agreed upon schedule, equaling three or four days per week. When on duty, RDs may leave the residential campus for Academy-related meetings/errands only, provided they are no more than 15 minutes away.

### Responsibilities

- Oversee fellow move-in and move-out procedures, including posting room assignments, assisting fellows to/from rooms, and managing room inspection reports.
- Speak at fellow orientation meeting, reviewing campus policies and logistics.
- Attend weekly Residence Life Team (HD, RDs, and RAs) meetings led by the Student Services Manager. Topics to be discussed include social events, facilities, campus policies, and fellow concerns or inquiries.
- Attend weekly Facilities Meetings with the HD, Residential Campus Conference Services Director, led by the Student Services Manager.
- Meet individually on a weekly basis with the Academy Dean.
- Daily rounds of the residential campus.
- Coordinate various fellow transportation/shuttles as needed.
- Develop, along with RAs, channels for fellow input/representation in matters involving social programming and campus dynamics.

- Manage weekly social events which promote the “Live Well, Perform Well” brand for Academy Student Services. Social calendar includes one large weekly activity with the capacity to involve all fellows, and occasional smaller group activities according to fellows’ interests. At least one RD is present at each organized social event.
- Make consistent daytime and evening rounds of the residential campus.
- Staff the residence life office two or three hours daily when on duty.
- Submit facilities maintenance requests to the Housing Director.
- RDs rotate the possession of an Academy-issued cell phone – this number is published to Academy fellows, faculty, and administration.
- Promote campus policies, address policy violations at the time of the incident, and submit incident reports to the Student Services Manager and Dean for follow-up conduct meetings.
- Situations involving Academy fellows that may require the response and/or intervention by an RD include (but are not limited to):
  - Medical emergency
  - Non-emergency illness
  - Emotional distress
  - Disruptive behavior
  - Activities on the residential campus that impair the peace of other residents
  - Smoking violations (both the Academy main and residential campuses are smoke-free)
  - Policy violations
  - Illegal or abusive use of alcohol or controlled substances
  - Any potentially harmful behavior caused by or affecting an Academy resident
  - Harassment
- In cases of medical emergencies, RD (or HD) takes appropriate action, either assisting fellow(s) to a medical facility in an Academy vehicle, or securing an ambulance. Emergency protocol guidelines will be supplied to the RD by the Academy.
- In all instances, RD exercises his/her best judgment to enhance the security and safety of the residential campus and Academy residents.
- The RD may not assign his/her duties to anyone other than an Academy employee pre-approved by the Academy.

## Candidate Profile

The Music Academy of the West seeks to hire candidates who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization’s expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

## Preferred Qualifications

- Bachelor's degree
- At least 21 years of age
- Class C Driver's License and/or the ability to obtain a Class C Driver's License in order to operate an Academy vehicle
- At least two years professional experience in residence life and/or campus leadership, preferably in a university or music festival setting
- Excellent organizational, interpersonal, supervisory, and communications skills
- Excellent critical thinking and conflict-resolution skills
- Ability to work on a team and adapt to changing work priorities
- Ability to mentor student leaders
- Passion for student life and residential campus programming.

## Reporting Structure

The RD reports to the Student Services Manager. The RD supervises fellow Resident Assistants.

## Compensation and Benefits

- Flat-rate salary range is \$3,000 - \$4,000 commensurate to experience to be paid per the Academy's payroll schedule
- Private single-room (with shared bathroom facility)
- Full meal plan
- Seasonal position ineligible for Music Academy benefits except where required by law
- The Academy provides RDs and HD a shared rental car for Academy-related business use only.

## Application Process

Please email a letter of interest and current resume by April 1, 2019, to [hr@musicacademy.org](mailto:hr@musicacademy.org).

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

## Music Academy of the West

The Music Academy of the West is among the nation's preeminent summer schools and festivals for gifted young classically trained musicians. At its ocean-side campus in Santa Barbara, the Academy provides these musicians with the opportunity for advanced study and performance under the guidance of internationally renowned faculty artists, guest conductors, and soloists. Admission to the Academy is strictly merit based, and fellows receive full scholarships (tuition, room, and board). The Music Academy of the West cultivates discerning, appreciative, and adventurous audiences, presenting more than 200 public events annually. For more information, visit [musicacademy.org](http://musicacademy.org)