SUMMER INTENSIVE HOUSING MANAGER

Position Summary

Dates of Employment: Thursday, June 16-Saturday, July 30, 2022
Employer: Milwaukee Ballet, 128 N Jackson St, Milwaukee, WI 53202
Location of Employment: Viets Tower at Milwaukee School of Engineering (MSOE)

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 30-50 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 Viets Tower
- 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 Administrator, at ajohnson@milwaukeeballet.org.

Date Posted: January 4, 2022
EMPLOYMENT APPLICATION

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religion, sex, sexual orientation, age, national origin, ancestry, disability, veteran status, marital status, conviction record, or any other characteristic protected by law.

GENERAL INFORMATION
Last name _________________________________________  First name ________________________________
Street Address _______________________________________________________________________________
City ________________________________  State _______  ZIP _____________
Telephone ___________________________ Email __________________________________________________
Are you a U.S. citizen or otherwise authorized to work in the U.S.? ☐ Yes ☐ No

EMPLOYMENT DESIRED
Position applied for ___________________________  How did you hear of this opening? ______________________
Have you ever applied for employment here? ☐ Yes ☐ No
When? ________________________________ What position?___________________________________
Have you ever been employed by this company? ☐ Yes ☐ No
When? ________________________________ What position?___________________________________
Are you presently employed? ☐ Yes ☐ No  May we contact your present employer? ☐ Yes ☐ No

CRIMINAL BACKGROUND
When completing this section, do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment with the Company. All of the job-related circumstances surrounding convictions will be considered.

Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation for any felony?
YES ______  NO ______
Have you been convicted of, pled guilty or no contest to, been imprisoned, or on probation or parole, for any misdemeanor? YES ______ NO ______
Do you currently have charges pending against you? YES ______ NO ______
Are you currently on probation? YES ______ NO ______
If you answered YES to any of the above questions, please explain completely. Attach additional sheets if necessary.

EDUCATION

<table>
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<tr>
<th>Type of School</th>
<th>School Name and Location</th>
<th>Highest Grade Completed</th>
<th>Course of Study/Major and Degree</th>
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<tbody>
<tr>
<td>High School or G.E.D.</td>
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<td>9 10 11 12/GED</td>
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<tr>
<td>College or University</td>
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<td>Vocational or Trade School</td>
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<tr>
<td>Graduate or Professional School</td>
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List any work-related certifications or licenses you currently possess.

Please list any scholastic honors received and offices held in school.

Are you planning to continue your studies? □ Yes □ No If yes, where and what courses of study?

Please Read Carefully Before Signing:

I certify that all information provided by me on this application is true and accurate. I understand that any falsification or omission of information may disqualify me from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

I authorize the Company to contact my previous employers, schools, or persons listed as references to give any information regarding employment or educational record and release the same from any liability that may result from the information released. I authorize employers, schools, and other persons named on this application, to provide any information or transcripts requested.

I understand that any employment with the Company is contingent upon me providing sufficient documentation necessary to establish my identity, and that I am required to provide approved documentation to the Company that verifies my right to work in the United States on the first day of employment.

I understand that, where permissible under applicable law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

Signature ____________________________ Date ___________________
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Milwaukee Ballet (the Company”) may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by USAFact, Inc., 6240 Box Springs Blvd Riverside, CA 92507, 800-547-0263, www.usafact.com. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

BACKGROUND INFORMATION FORM

Last Name ____________________________ First_______________________  Middle ________________
Other Names/Alias _______________________________________________________________________
Social Security # ____________________________________      Date of Birth _____________________
Driver’s License # __________________________________ State of Driver’s License _________________
Present Address ___________________________________ Phone Number ________________________
City/State/Zip ___________________________________________________________________________

The following States require sex and race information: GA, ID, MT (circle):  Male  Female

*This information will be used for background screening purposes only and will not be used as hiring criteria.

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of consumer reports” and/or “investigative consumer reports” by the Employer at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by USAFact, Inc., 6240 Box Springs Blvd Riverside, CA 92507, 800-547-0263, www.usafact.com, and/or Employer itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.
New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants only: Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA’s file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs. Proper Identification includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person’s presence. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Background authorization signature ___________________________________________ Date __________