MILWAUKEE BALLET

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 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

- 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
- 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 Viets Tower
- 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

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<tr>
<th>Duty</th>
<th>Time</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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<tr>
<td>Day Off</td>
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<td>Bus Check</td>
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<td>Lower Lounge</td>
<td>7:00am-12:00pm</td>
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<tr>
<td>Lower Lounge</td>
<td>12:00-5:00pm</td>
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<tr>
<td>Lower Lounge</td>
<td>5:00pm-bed check</td>
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<tr>
<td>Upper Lounge</td>
<td>5:00pm-bed check</td>
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<td>Activity</td>
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<td>Rover</td>
<td>6:00pm-second curfew</td>
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<tr>
<td>Bed Check</td>
<td>at designated times</td>
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### SAMPLE SCHEDULE FOR PART-TIME RESIDENT ASSISTANT

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<th>Duty</th>
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<th>Tues</th>
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<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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<tbody>
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<td>7:00am-12:00pm</td>
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<td>Lower Lounge</td>
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<tr>
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<td>5:00pm-bed check</td>
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<tr>
<td>Activity</td>
<td>Evening</td>
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<tr>
<td>Rover</td>
<td>6:00pm-second curfew</td>
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<td>Bed Check</td>
<td>at designated times</td>
<td>ON</td>
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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:
  o Cover letter describing why you are interested in and what you hope to gain from the position
  o Resume, highlighting experiences related to Housing Manager position
  o Contact information for three references you have known for at least 12 months
  o Application (below)
  o 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

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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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</thead>
<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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<tr>
<td>Vocational or Trade School</td>
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<tr>
<td>Graduate or Professional School</td>
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</tbody>
</table>

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 __________