SUMMER INTENSIVE WORK STUDY OPPORTUNITIES

Cincinnati Ballet’s Summer Intensive offers several unique opportunities for select students or parents to provide essential program service and support in exchange for Summer Intensive tuition credit. These positions are integral to the operation of the Summer Intensive Program and are important components in providing a safe and healthy environment for all students.

Interested individuals should **APPLY HERE**.

**AVAILABLE POSITIONS**

**DORM SUPERVISOR**
Position Type: Non-Student

The Dorm Supervisor is the on-site individual responsible for our Summer Residence Program at Xavier University. The position’s primary focus is to provide leadership and compassionate care in crafting a summer home away from home for visiting Summer Intensive students with a focus on safety and engagement. The Dorm Supervisor acts with the on-site support of Resident Assistants as well as support from the Director of Academy Operations and Xavier Residential staff. The Dorm Supervisor resides onsite at Xavier (private room) for the duration of their engagement.

**Responsibilities and Duties**
- Create and maintain a safe, secure and nurturing residential environment for all students.
- Act as a leader and mentor for Resident Assistants while also allowing them to work and act as leaders of their fellow peers and students.
- Adhere to all Cincinnati Ballet Academy and Xavier University policies and procedures.
- Establish a common understanding of Academy/Xavier University policies: 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 Academy and Xavier University behavioral guidelines.
- Transport students in Cincinnati Ballet vehicle and/or own personal vehicle to and from Cincinnati Ballet, Xavier, or other destinations as needed during scheduled work hours. Proof of Dorm Supervisor’s driver insurance and license is required prior to the move in date. Driver assumes liability in personal vehicle.
- Accompany students to all meals/events during scheduled work time.
- Establish a daily routine for the students in consultation with Director of Academy Operations. Overseer engaging, informal activities for the students during evening hours that RAs will schedule and lead. Be reasonably accommodating to students’ activity requests.
- Communicate all problems that arise and cannot be handled by the Resident Assistants or the Dorm Supervisor to the Director of Academy Operations in a timely manner.
- Distribute Academy Summer Intensive merchandise as needed.
- Communicate with Summer Intensive students to confirm arrival and departure information.
- During the evening and weekend hours, be responsible for incoming calls made to the Academy’s Summer Intensive cell phone emergency contact and contact the Director of Academy Operations in the event of an emergency.
Qualifications and Requirements
- Flexibility, positive attitude and superior customer service
- Prior experience in customer care
- Ability to lead and support diverse student body
- Attention to detail, highly responsible, strong work ethic and excellent organizational skills
- Nurturing demeanor while also able to exercise authority and discipline when necessary
- Proof of auto insurance and copy of a current driver’s license
- Must be 18 years of age or older
- Candidate will be subject to a criminal background and motor vehicle check
- The ideal candidate will be available all six weeks of the program however the position may be split between candidates fulfilling different weeks of service.

Rate: Complimentary dorm housing for you and your Summer Intensive student. For candidates able to fill Dorm Supervisor position for the entire six-week Summer Intensive, additional compensation may be considered.

Application: Click here to apply

RESIDENT ASSISTANT
Position Type: Student

Resident Assistants serve as peer leaders for their fellow students in residence at Xavier University. While their primary responsibility is the safety and well-being of the student body, their primary 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.

Responsibilities and Duties
- Create and maintain a safe, secure and nurturing residential environment for all students.
- Work in conjunction with Dorm Supervisor and Director of Academy Operations to create rules and guidelines for Summer Intensive students.
- Adhere to all Cincinnati Ballet Academy and Xavier University policies and procedures.
- Establish a common understanding of Academy/Xavier University policies: Conduct an orientation session for all resident students; review all resident regulations and schedules; familiarize students with campus facilities.
- Accompany students to all meals/events/recreation center during scheduled work time. 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 Director of Academy Operations and Dorm Supervisor. 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 Dorm Supervisor and/or Director of Academy Operations in a timely manner.

Qualifications and Requirements
- Flexibility, positive attitude and superior customer service
- Prior experience in customer care
- Attention to detail, highly responsible, strong work ethic and excellent organizational skills
• Ability to enforce disciplinary action
• Candidate should be available for all five weeks of program
• Must be 18 years of age or older
• Candidate will be subject to a criminal background and motor vehicle check

Rate: $100/week in addition to complimentary dorm housing.
Application: Click [here to apply]

DAYTIME MEAL SHOPPER
Position Type: Non-Student

Responsibilities and Duties
• Acquire and deliver daytime meal items as needed (on average 3 times per week) for all eligible Summer Intensive students using the company van or, if necessary, a personal vehicle (with reimbursement)
  Academy staff will provide detailed shopping lists, Sam’s Club Membership and shopping card
• Collect and deliver detailed receipts

Qualifications and Requirements
• Flexibility, positive attitude and superior customer service
• Prior experience in customer care
• Attention to detail, highly responsible, strong work ethic and excellent organizational skills
• Proof of auto insurance and copy of a current driver’s license
• Candidate will be subject to a motor vehicle check

Rate: $30/trip service credit toward tuition plus free lunch daily.
Application: Click [here to apply]

DAYTIME MEAL COORDINATOR
Position Type: Non-Student

Responsibilities and Duties
• Set up lunch buffet for eligible students each weekday of work study service
• Prepare meal items for easy buffet access including washing, cutting and preparing supplied fruits and vegetables, buffet arrangement and item restocking during lunch hour
• Provide specialized selections for students with allergies
• Adhere to health and hygiene guidelines for food service
• Monitor and record lunch items in low supply and coordinate with meal shopper for replenishment
• Clear and wipe buffet table clean at the close of lunch service
• Store all re-servable items in appropriate, airtight containers
• Wash, dry and store all serving trays
Qualifications and Requirements
- Flexibility, positive attitude and superior customer service
- Prior experience in customer care
- Attention to detail, highly responsible, strong work ethic and excellent organizational skills

Rate: $100/week in service credit to be applied toward Summer Intensive tuition plus free lunch daily.
Application: Click here to apply

RESIDENT HOUSING MOVING CREW
Position Type: Student

Responsibilities and Duties
- Represent Cincinnati Ballet’s Otto M. Budig Academy during student move in and move out
- Assist student families in moving in or moving out luggage and personal items to or from appointed rooms
- Act as a guide in assisting students to appointed rooms and giving accurate directions to surrounding areas
- Check in students and confirm emergency contact information
- Notify Academy staff of any problems or concerns
- Upon move out, inspect rooms for cleanliness and removal of all personal belongings
- Record any damage to rooms
- Ensure all students adhere to check-out procedures as dictated by Xavier University and Cincinnati Ballet including turning in room keys and bed linens

Qualifications and Requirements
- Flexibility, positive attitude and superior customer service
- Prior experience in customer care
- Attention to detail, highly responsible, strong work ethic and excellent organizational skills
- Service availability primarily on weekends
- Ability to lift 30 lbs
- Potential dates of service: June 11, July 1, July 2, July 21 and July 22

Rate: $10/hour in service credit to be applied toward Summer Intensive tuition
Application: Click here to apply. Candidate need not be available for all moving dates. Please indicate dates of availability in your cover letter.

ADULT WEEKEND CHAPERONE
Position Type: Non-Student

Responsibilities and Duties
- Chaperone students on weekend outings
- Account for and distribute event tickets to students
- Account for and distribute per diem for student lunches if outings occur during lunch hours
- Act as emergency contact for students during outings and ensure all students arrive safely to and from their destination
Qualifications and Requirements

- Flexibility, positive attitude and superior customer service
- Prior experience in customer care
- Attention to detail, highly responsible, strong work ethic and excellent organizational skills
- Ability to enforce disciplinary action as necessary
- Candidate will be subject to a criminal background and motor vehicle check
- Potential dates of service: June 17, 18, 24 and 25 and July 1, 2, 8, 9, 15 and 16

Rate: $20/hour in service credit to be applied toward Summer Intensive tuition

Note: Parent must provide own overnight accommodations if needed

Application: Click here to apply. Candidate need not be available for all chaperone dates. Please indicate dates of availability in your cover letter.

Cincinnati Ballet is an Equal Opportunity Employer
Questions? Call 513.562.1125