

## Pittsburgh Ballet Theatre

Position: Manager of Residential Programs

Full-time, exempt

Employment Dates: Position begins August 14

Overview: This is a full-time, live-in position reporting to the Manager of School Communications and Student Resources responsible for the management and daily operations of Pittsburgh Ballet Theatre's residential programs for both year-round and summer programs.

The main responsibilities are to develop and supervise the residential living environment, which includes providing a safe, healthy, and fun living experience for both Byham House residents (up to 21 residents) and Summer Program residents (100+ residents). Persons in this position develop and offer programming focused on the whole person, provide emotional and academic support, and administer discipline as necessary.

Hours: The Manager of Residential Programs must maintain office hours and on-call hours based on housing operational needs. Evening and weekend work are required.

Current on-duty hours are:

Mon/Tues/Thur 6:30 a.m. - 2:30 p.m. with on-call hours from 2:30 p.m. - 5:30 p.m. and on-duty hours Weds/Fri from 5:30 - 10:30 p.m. and on-call hours from 2:30 - 5:30 p.m.

Additional staff provide support on weekends. Participate in an on-call rotation with Resident Assistant and additional support from the Manager of School Communications and Student Resources.

Summer Program hours vary depending on program, keeping morning and evening hours as dictated by the students' seven-week campus schedule.

### Resident Support:

- Support community building and personal growth and development for all residents
- Participate in PBT's Equity Transformation Team
- Provide wellness programming for residents in conjunction with Manager of School Communication and Student Resources
- Regularly meet with residents individually and as a group
- Write monthly newsletter for residents and parents/guardians to communicate updates and upcoming events
- Prepare wellness reports to parents/guardians informing them about their student's progress
- Create a supportive environment that is conducive to academic growth include supervising residents during study hours, serving as proctor for testing, and monitoring academic progress
- Update, advise, further develop and enforce the policies and procedures in the Resident Handbook.

- Document policy violations and report major violations to Manager of School Communications and Student Resources
- Advise students through the judicial process when necessary, and carry out disciplinary decisions where appropriate
- Manage crises, conflicts, and emergencies
- Serve as member of the Whole Health Dancer Initiative
- Review medical and doctor appointment procedures with students and alert appropriate people of any relevant information. Assist students with health management
- Manage the Live-In Resident Assistant and Weekend Staff
- This position is a mandated reporter. All applicants must be comfortable with that role.

#### Housing and Facilities Operations:

- Maintain and further develop safety and cleaning protocols
- Implement and enforce the facility's COVID-19 plan
- Create room assignments for students
- Perform regular inspections of residence hall
- Schedule appliance and utility maintenance and meet service providers at the house
- Develop and monitor a task schedule for students
- Regularly inspect appliances and report issues to Director of School Operations

**Summer Programs Management:**In conjunction with the Manager of School Communications and Student Resources, this position is responsible for the operations and supervision of residence halls and related programs for students attending the School's 2- and 5-Week Summer Programs. With the Manager of School Communications and Student Resources interview, hire, train, and supervise a team of 6-8 Resident Advisors (RAs). Support all staff in their functions, supports and enforces PBT School and Chatham University rules and policies.

#### Skills:

Ideal candidates possess excellent written and interpersonal communication skills, are able to multitask efficiently, are comfortable managing conflicts, and are natural leaders who enjoy a fast-paced working environment. The Manager of Residential Programs should be a highly organized, professional, and responsible individual with proven sound decision making skills. Basic computer skills are required.

#### Qualifications:

- Valid driver's license (preference may be given to individuals with a clean driving record)
- Experience working with children and young adults ages 12-18 is required
- College coursework in the areas of psychology, social work, student affairs, or similar field is preferred

- Employment is contingent on candidates ability to obtain federal and state Child Abuse History clearances

Other physical requirements include the ability to operate a 15-person passenger van and the ability to lift 20-lbs.

Compensation: Total compensation includes salary commensurate with experience, and accommodations including a 1 bedroom suite with meals provided. Health, dental, and vision benefits are provided. The Manager of Residential Programs will have three weeks paid vacation that must be taken while the students are not in residence. All other vacations must be approved.

This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.

To apply, send cover letter and resume to PBT's Human Resources Manager at: [lcarlini@pittsburghballet.org](mailto:lcarlini@pittsburghballet.org) References are required.

No phone calls, please. All interviews will be held via Zoom.

*Pittsburgh Ballet Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*