

## **Job Opening: Residence Life Manager (seasonal; 2 positions open)**

Kneisel Hall Chamber Music School and Festival is a premier summer music festival located in Blue Hill, Maine. Each summer, Kneisel Hall offers public concerts, residential artist training programs for advanced musicians, as well as day camps for younger students. Kneisel Hall's flagship program, the Young Artist Chamber Music Program, attracts today's most gifted young professional artists who come to Kneisel Hall for seven weeks to immerse in chamber music study and artistic development.

Kneisel Hall is seeking two Residence Life Managers who will be responsible for creating and promoting a supportive, inclusive, safe, and healthy campus environment for Kneisel Hall Young Artists. Residence Life Managers live on campus with Young Artists and are on-call around the clock for the duration of the contract period. Private single room (with private bath) and meals are provided. This is a seasonal position from mid-June to mid-August each year.

### **RESPONSIBILITIES**

- Facilitate student arrivals, orientation, and departures, managing the dorm check-in and check-out procedures, leading parts of orientation meetings and other informational sessions
- Assist students with questions and issues concerning daily campus life
- Collect, distribute, and relay information between students and the Artistic Director and/or the Executive Director; and generally serve as a liaison between students and staff
- Promote a responsible living-learning atmosphere in the dorms by exemplifying model behavior
- Ensure that all Kneisel Hall policies and rules are followed
- Drive students to off-site activities and essential errands when needed; provide pick-up/drop-off service for guest artists as necessary
- Respond to and handle emergency situations; direct students on emergency protocols as necessary
- Be available on call 24 hours a day, seven days a week for the duration of the Young Artist Program (two Residence Life Managers coordinate an on-call rotation)
- Conduct "spot checks" of dorms and common rooms as needed
- Assist with concert operations, ticketing, and office tasks as needed
- Assist with housekeeping and general care of the campus
- Other duties as assigned

### **QUALIFICATIONS**

- 21 years of age or older
- At least 1 year of experience supervising students, working as a resident assistant or similar
- Background in music performance or study is a plus but not required
- Excellent interpersonal skills to work well with a diverse body of students, faculty, and staff
- Ability to enforce clear expectations while building open and professional relationships
- Good judgment, strong problem-solving skills, and ability to roll with the punches
- Ability to follow directions while taking full charge of given tasks from start to finish
- Ability to handle multiple competing tasks

- Strong computer skills
- A valid U.S. driver's license and the ability to drive a passenger van

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job:

- Must be able to work during prolonged periods of standing and walking
- Must be able to reach above the head or reach forward; bend, kneel, stoop or crawl
- Must be able to lift up to 50 pounds at a time

NOTE: All staff working on Kneisel Hall campus are required to be fully vaccinated against Covid-19.

### **COMPENSATION AND BENEFITS**

- Salary: \$600/week; contract period minimum 7 weeks
- Private single room (with private bath) with linens provided
- On-campus dining (3 meals a day M-F, 2 meals on Saturday)
- Access to attend Kneisel Hall concerts, open rehearsals, and master classes

### **TO APPLY**

Please send a resume and three references to [jobs@kneisel.org](mailto:jobs@kneisel.org). Applications will be reviewed on a rolling basis.

The position will begin in June 2023. The position contract is renewable annually from June to August.

Visit [www.kneisel.org](http://www.kneisel.org) to learn more about Kneisel Hall Chamber Music School and Festival.

*This job description indicates the general nature and level of work performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for the job.*

*Kneisel Hall is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation, age, disability, or political affiliation.*