Functional Title: Resident Coordinator - Curtis Summerfest 2020

Departments: Residence Life and Summerfest Office

Reports to: Director of Residence Life and Director of Summerfest Initiatives

Status: Temporary, Exempt

Position Description:

Reporting to the Director of Residence Life and Director of Summerfest the Resident Coordinator (RC) provides social and developmental opportunities for our Summerfest students as the primary social and recreational programming coordinator.

The RC is charged with the mentoring and guidance of our summer students, creating an inclusive environment for all and complying with all program rules and regulations. In addition, the RC will assist with many aspects of Summerfest including facilities management, policy enforcement, safety management, program planning, customer service, room and building preparation and various administrative projects and duties.

The RC role must be the highest priority for the duration of employment.

Start date: June 3, 2020 - End date: August 5, 2020.

25-35 hours per week – days/times varied throughout summer and include evening and weekend hours.

Major Duties and Responsibilities:

- Serve on summer crisis response on-call duty rotation.
- Plan and implement social programming activities for participants.
- Manage/monitor the Residence Life office and Lenfest Hall 5th floor common areas and 1st floor lounge.
- Coordinate and facilitate the check-in and check-out process for all of our summer programs.
- Create promotional fliers/posters as needed and requested.
- Chaperone and participate in scheduled daytime, evening, and weekend activities.
Serve as a resource for program participants’ questions and needs.
Assist in the training and development of summer Cas for YASP program.
Educate participants on program rules and reinforce their compliance.
Communicate with supervisors regularly about participant well-being.
Maintain accurate reporting when needed and other critical paperwork.
Perform nightly curfew checks and rounds.
Conduct/lead student floor meetings.
Conduct health and safety inspections.
Attend scheduled staff meetings.
Assist in development of select Residence Life and Summerfest initiatives and projects.
Assist with performances, rehearsal production and proctor classes.
Perform various administrative and office duties.
Play a vital role in presenting Curtis as a hospitable, service-oriented institution.
Share in the responsibility of making each student, faculty, and program participant feel welcome.
Other duties as assigned.

**Qualifications:**

- RCs must be proactive in taking initiative to support and develop the student experience and program operation.
- RCs must have the ability to work within a group as well as independently.
- Strong, positive communication skills required.
- Strong ability to empathize with others in a professional setting.
- Strong customer-oriented skills.
- Familiarity with Canva, Publisher, Excel preferred.
- Candidates with experience in diversity, equity and inclusive training and programming preferred.
- Candidates with prior training and knowledge of Title IX and Bystander Intervention preferred.
- Previous Residential Education/Residence Life experience is preferred but not required.
- Candidates with experience in classical music or working with music students preferred but not required.
**Remuneration:**

- $3,500.00 stipend (paid in biweekly installments).
- Housing: a private room in a shared suite in Lenfest Hall.
- Full meal-plan provided while student programs are in session (6 of the 9 weeks).

**Site Coordinators & Hiring Managers:**

Steven Couras  
Director of Residence Life  
Steven.Couras@curtis.edu

Annie Sarachan  
Director of Summerfest Initiatives  
Annie.Sarachan@curtis.edu

Further, please be sure to read more about our institution and city below.

**Curtis Institute of Music:**

The Curtis Institute of Music opened on October 13, 1924 and grew to become one of the most selective institutions of higher education in the United States. Curtis accepts only four percent of applicants each year on average, and a tuition-free policy ensures that talent and artistic promise are the only considerations for admission.

With a small student body of about 175 during the academic year, Curtis ensures that each young musician receives an education of unparalleled quality, distinguished by a “learn by doing” philosophy and personalized attention from a faculty that includes a high proportion of actively performing musicians.

Curtis students hone their craft through more than 200 orchestra, opera, and solo and chamber music offerings each year and programs that bring arts access and education to the community. Since its founding, Curtis alumni have gone on to make history as soloists, composers, conductors, orchestral players, and chamber musicians. Curtis graduates have received Pulitzer Prizes, Guggenheim Fellowships, and Avery Fisher Awards and are in the front rank of soloists and conductors. They are members of the world’s leading orchestras, including principals in every major American orchestra. They have sung with La Scala, Covent Garden, the Vienna Staatsoper, and the San Francisco Opera, among others, and more than sixty have sung at the Metropolitan Opera.

**Philadelphia and Rittenhouse Square:**

The sixth largest city in the United States, Philadelphia is rich in history and home to many leading arts, entertainment and cultural institutions. There’s never a shortage of awesome things to do in Philadelphia — but there are some things you just can’t miss while you’re here.

Whether it’s running like Rocky, refueling with a cheesesteak and then wandering along Boathouse Row, or touring Independence Hall, devouring a roast pork sandwich at Reading Terminal Market and then visiting an amazing museum on the Benjamin Franklin Parkway, these are just a few of the experiences that make our city stand out among the rest.

One of five original squares planned by city founder William Penn in the late 17th century, Rittenhouse Square (home to Curtis) is the heart of Philadelphia Center City’s most exciting neighborhood. With a bevy of high-rise residences and some of the best fine dining experiences
in the city, residents can marvel at their options, while also enjoying the luxury and trendy retail shopping and entertainment in the area, all of which surrounds the handsome tree-filled park.

Walkable, public transit-friendly, Uber/Lyft friendly and perfect for cyclists, Philadelphia is a historic, cultural, diverse, exciting and vibrant city to live in.