

Music@Menlo

Chamber Music Festival & Institute

Resident Advisor

Music@Menlo is currently seeking three Resident Advisors for its 2024 festival season to oversee approximately fifteen students ages 14-19 who will reside at Menlo College. This is a seasonal, contract position. The successful candidate must have prior work experience working with youth in a summer camp or day program setting, or experience at the college-level as a residential life advisor or student peer advisor/counselor. Outstanding communication and interpersonal skills are required. Starting and ending dates for onsite activities are July 17 through August 11. The Resident Advisor reports to the Director of Artistic Administration.

Responsibilities

- Conduct an inventory and inspection of all residential rooms prior to student arrival, ensuring rooms are ready for occupancy
- Transport students from airport to Menlo College and oversee student arrival and check in on Thursday, July 17
- Assist students with settling in to their rooms and create a sense of community by initiating social activities, sitting together at meal times, etc.
- Orient students by conducting a tour of the dormitory and campus and discussing policies and procedures
- Serve as the primary point of contact and chaperone for all residential students from Thursday, July 17 through Sunday, August 11; be available to care for and supervise students in a nurturing and positive manner.
- Transport students between Menlo School/Menlo College and shops for errands on vehicle provided by Music@Menlo
- Enforce dormitory rules, student curfew and perform room checks as needed
- Monitor student behavioral problems and report incidents in a timely manner
- Ensure that emergency contact information for each student is readily available in the event of an emergency
- Plan and organize recreational activities on non-program days (typically Sundays)
- During room check out, conduct an inventory and inspection of all residential rooms, ensuring personal belongings are not left behind
- Assist in transporting students to airport for departure

Qualifications

- Demonstrated experience working with youth in a summer camp or day program setting, or experience at the college-level as a residential life advisor or student peer advisor/counselor
- Outstanding communication and organization skills plus ability to prioritize and handle multiple situations at any given time
- Ability to display a high degree of maturity and act as a role model for students
- Ability to remain calm and pleasant in a fast-paced environment, as well as make good decisions quickly
- For insurance purposes, must be over the age of 21, have a valid driver's license and clean driving record

Compensation

Contractual compensation is \$3,000. No employee benefits will be offered or available. A single room in the dormitory plus three meals per day will be provided at no cost. Airfare

and ground transportation also provided for candidates who normally reside outside the Bay Area.

To Apply

Send cover letter and résumé along with a list of three references in one PDF to:

Daphne Wong
Director of Artistic Administration
daphne@musicatmenlo.org

About Music@Menlo

Music@Menlo, an internationally acclaimed chamber music festival and institute under the artistic direction of cellist David Finckel and pianist Wu Han, was founded in 2003. Based in Atherton, California, and an important part of the San Francisco Bay Area's dynamic cultural fabric, Music@Menlo is noted for its world-class chamber music performances, extensive audience engagement programs, intensive training for preprofessional musicians through its Chamber Music Institute, and efforts to enrich and expand the global chamber music community.