

ASPEN MUSIC FESTIVAL AND SCHOOL RESIDENT ASSISTANT – 2011



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REQUIREMENTS

To be considered for a **Resident Assistant** position you must:

- be **21 years of age by June 19, 2011**.
- submit the Resident Assistant Application (see below) and résumé, postmarked by **January 3, 2011**.
- apply for a full session program at the Aspen Music Festival and School and complete all requirements for admission (www.aspenmusicfestival.com)

If you are selected for a Resident Assistant position:

- you must report to work by **10 am on Sunday June 19, 2011** for orientation and training.
- you are expected to work through **4 pm on Monday August 22, 2011**.

COMMUNICATION

The primary means of communication throughout the selection process will be **e-mail**. Thus, it is important that applicants regularly check the e-mail address provided on this application.

JOB DESCRIPTION

Resident Assistants (RA's) are registered students of the Aspen Music Festival and School (AMFS) who work in conjunction with the Dean, Director of Residence Life, Resident Supervisors, the Office of Student Services, Housing Property Managers, and School health care providers to promote a positive community environment in the AMFS residence facilities. In addition to any other financial aid they may have been awarded, RA's receive room (double-occupancy) and board in School facilities for the eight-week session.

RA's are expected to take an active role in creating and promoting a sense of community under the supervision of the Director, interacting with and being aware of the needs of the students. RA's work in groups to develop social activities and methods of disseminating information. RA's are expected to be involved with their residents and be available to listen to their concerns, help resolve personal issues and roommate conflicts, and refer students to appropriate resources for counseling or medical needs. RA's help create a positive student environment, monitor maintenance problems, enforce curfew policies, report the consumption of illegal substances and issues of student behavior, and maintain accurate records of special circumstances in the residence halls (e.g., medical emergencies, special student issues, policy enforcement concerns, etc.). RA's assist with check-in and check-out procedures and are required to attend weekly meetings and any other meetings called by the Director and/or the Dean. The Student Information Office, located in the Marolt facility, is the information hub of the AMFS residence halls. All RA's share responsibility for organizing and staffing the office. These office responsibilities include but are not limited to sorting student mail and keeping posted information (e.g., emergency information, job listings, orchestra assignments, School news) accurate, timely, and readily available.

The AMFS acknowledges that RA's are also students and have responsibilities as musicians. However, the responsibilities of the assistants are second only to ensemble and other musical commitments. Assistants may not hold other paying positions outside the AMFS which might in any way interfere with their responsibilities, without prior permission from the Dean and Director. Any absences from duties must be approved in advance by the Director of Residence Life.

The AMFS seeks responsible, mature candidates with successful past residence life or other leadership experience, a desire to nurture students within a residence hall environment, willingness to learn and adapt, and the ability to work well with people. An RA accepts the diversity of beliefs, values and interests of AMFS students. RA's must be consistent in behavior toward all students regardless of race, gender, ethnicity, socio-economic status, sexual orientation or religious convictions.

A telephone interview may be required. These interviews will be scheduled in March. Students must be accepted by the School prior to being awarded a resident assistantship.

ASPEN MUSIC FESTIVAL AND SCHOOL

Resident Assistant Application



- If you have any questions throughout the selection process, contact associate dean Jennifer Johnston at jjohnston@aspenmusic.org or 970-205-5051.
- All applicants must be **21 years of age by June 19, 2011.**
- Application (postmark) deadline: **January 3, 2011.**
- Submit a current résumé.

APPLICANT INFORMATION			
Last Name	First	Date of birth	Gender: M F
Street Address		Apartment/Unit #	
City	State	ZIP	
Cell Phone	E-mail Address		
Current school or position			
Instrument/program at AMFS			
Have you ever attended the AMFS in the past?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
Will you have a car in Aspen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	*If you have a vehicle, you may be asked to use it for work purposes. You will be reimbursed for mileage.
Languages spoken (other than English)?			
If selected for the position, where would you prefer to live? *See attached Housing Descriptions.		Marolt <input type="checkbox"/>	Burlingame <input type="checkbox"/>
* It may not be possible to accommodate preferences.			
LIST ANY LEADERSHIP ACTIVITIES OR WORK EXPERIENCE WHICH WOULD RELATE TO THE RA POSITION			
1.			
2.			
3.			
REFERENCES			
<i>Please list two professional references who can discuss your capabilities and strengths.</i>			
Full Name	Relationship		
Company	Phone ()		
Address			
Full Name	Relationship		
Company	Phone ()		
Address			

SCHOOL HOUSING DESCRIPTIONS

The AMFS offers two housing facilities, Marolt Ranch and Burlingame, staffed by Resident Supervisors and Resident Assistants. Alcohol, controlled substances, pets and firearms are not permitted in School housing facilities. Smoking is permitted only in designated areas (not within the units). Practice hours are from 9 am to 10 pm. There are two cafeterias; the Frederic Benedict Dining Hall at the Marolt Ranch property and the School cafeteria at the AMFS campus. *Free bus service is provided from Marolt Ranch and Burlingame to the AMFS Campus, downtown Aspen, and other AMFS facilities and rehearsal venues (Benedict Music Tent, Aspen Middle School)

MAROLT RANCH

- Ages 15 and older
- 1.5 miles from downtown Aspen
- Pay laundry facilities onsite
- Dining Hall onsite
- 3 students housed per suite
- Units have capability for phone hook-up at tenants' discretion and expense through local utility company (phone not provided)
- Refrigerator, microwave, pillow, blanket (provided)
- 94-unit facility

Items to Bring

Twin sized sheets (flat & fitted)
Towels

Recommended Items to Bring

Cell phone
Calling card (domestic or international)
Cooking utensils

BURLINGAME

- Ages 21 and older
- 3 miles from downtown Aspen
- Pay laundry facilities onsite
- 2 students housed per suite
- Units have capability for phone hook-up at tenants' discretion and expense through local utility company (phone not provided)
- Refrigerator, microwave, stovetop, pillow, blanket (provided)
- 92-unit facility

Items to Bring

Twin sized sheets (flat & fitted)
Towels

Recommended Items to Bring

Cell phone
Calling card (domestic or international)
Cooking equipment/utensil