



Our Mission: We create, perform, teach and promote dance as an essential and inspiring element of our community.

Our Vision: Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet. Nashville Ballet 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.

Job Description for Summer Intensive Chaperone

Reports To: Performance and Intensive Manager and Head Chaperone

Area of Responsibility: School of Nashville Ballet (SNB)

Wage Classification: Non-Exempt

Emphasis: Summer Intensive

Position Summary: Nashville Ballet seeks experienced, energetic, and mature Chaperones to support our Summer Intensive. School of Nashville Ballet's Summer Intensive is a residential training program with a comprehensive curriculum designed for the serious ballet student.

Chaperones oversee the students and are responsible for creating and maintaining a safe, nurturing, residential environment for youth and young adults living away from home. These chaperones also supervise the students outside of the studio. They live in the residence halls, organize social and recreational activities, serve as role models, and enforce behavioral guidelines.

Essential Functions:

- Ensure maximum safety of all program participants at all times and report all concerns to Head Chaperone and the Performance and Intensive Manager
- Work well in group settings, particularly in dealing with youth and young adults
- Prioritize demands and work flows to assure time sensitive deadlines are met
- Live in a campus residence hall and be available for students and emergencies on a full-time basis, including rotating overnight hours, throughout the duration of the program
- Evaluate student requests and respond in accordance with Belmont and SNB rules and policies
- Drive student shuttles on a daily basis (typically a 15-passenger vehicle)
- Represent Nashville Ballet in a positive and professional manner throughout term of employment, including off hours

General Responsibilities:

- Accept responsibility and act as a parental figure for all students
- Monitor safety and well-being of students
- Facilitate fun, safe, age-appropriate activities for students in the Nashville community, residential apartments, campus area, and on field trips
- Organize distribution of keys, the check-in and check-out process, and meals on campus
- Enforce SNB and Belmont University rules and regulations including curfew
- Check students in and out of lodging based on established rules and regulations
- Formulate spreadsheets for student arrivals and departures and daily check-in/out
- Provide transportation as needed to airport, daily trips to and from studios as needed, medical appointments, and weekly store runs utilizing a Nashville Ballet vehicle when assigned
- Facilitate events and transportation for weekend outings; accompany students to meals and on weekend outings to ensure student safety and to oversee logistical details
- Report to the Head Chaperone and the Performance and Intensive Manager any issues that occur at the dorms or on field trips and provide ongoing updates as necessary.
- Attend any and all required meetings leading up to and during the Summer Intensive (staff, school, etc.)
- Interact with all departments of the organization on a regular basis to increase the knowledge of daily life for the Summer Intensive students.
- Ensure students keep apartments in a clean and orderly fashion
- Transport and chaperone students during physician appointments and urgent care visits in the event of minor illness or injury
- Participate in a Summer Intensive wrap-up meeting to brainstorm ideas that will help to improve the over-all experience for attendees

Work Hours:

Chaperone hours include mornings, evenings, overnights and weekends. Students will be in class from approximately 9am – 5pm on weekdays and 9am – 12pm on weekends, during which times counselors will rotate being on call for emergencies. Chaperones who are not scheduled to be on call may consider these hours their free time and may go off site providing they stay within the Nashville area.

Work Requirements and Qualifications:

1. Age/Education: 18 years of age and a high school diploma.
2. Knowledge, Skills, and Abilities:
 - Excellent organizational, written, verbal communication and interpersonal skills
 - Ability to provide leadership and manage
 - Ability to make decisions and solve problems
 - Ability to manage multiple tasks simultaneously
 - Ability to work independently and as part of a team
3. Experience: All chaperones must have experience with leadership and/or working with youth and young adults ages 11 – 22. Individuals with experience in child development, social work, recreational sports programs, nonprofit programs, conflict resolution, and education are strongly encouraged to apply.
 - Ability to be a leader as well as a team player
 - Conflict resolution skills and the ability to mediate as situations arise
 - Good judgment skills and the ability to respond well in disciplinary and emergency situations
4. First Aid and CPR certification is required. Online training will not be accepted. School of Nashville Ballet will not cover the cost of certification.
5. Equipment: operate a 15-passenger van; utilize Microsoft Office suite programs, standard office equipment including computer and software, phone, copier, etc.
6. Background check: all candidates must pass a criminal background check.
7. Driver's License: all candidates must hold a valid driver's license and have a good driving record.
8. Dance experience is not required.

Compensation: \$250 per week in addition to meals, room and board. Salary commensurate with experience. In addition, chaperones may take School of Nashville Ballet Community Division classes free of charge.

To Apply: To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename, i.e. JohnSmith.pdf, to intensive@nashvilleballet.com.

Include "Summer Intensive Chaperone" as the email's subject line.

1. A substantive cover letter including the following information: where you found the position listed, your interest in the position and the organization, the date you are available to start, and contact information for two professional references.
2. A resumé no longer than 2 pages outlining your educational and professional experience

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please. Prospective applicants are strongly encouraged to review our website at www.nashvilleballet.com prior to submitting materials for consideration.

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 55 pounds.

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate description of the current job, or to require that other, or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).