

**DANCE THEATRE OF HARLEM**  
**JOB DESCRIPTION**  
**LEAD RESIDENT CHAPERONE**  
**Status: Exempt**

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Founded in 1969 by Arthur Mitchell and Karel Shook, Dance Theatre of Harlem was considered “one of ballet’s most exciting undertakings” (The New York Times, 1971). Shortly after the assassination of The Reverend Dr. Martin Luther King, Jr., Mitchell was inspired to start a school that would offer children — especially those in Harlem, the community in which he was born — the opportunity to learn about dance and the allied arts. Now in its fifth decade, Dance Theatre of Harlem has grown into a multi-cultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence that continues to set standards in the performing arts. Dance Theatre of Harlem has achieved unprecedented success, bringing innovative and bold new forms of artistic expression to audiences in New York City, across the country and around the world.

The Residential Program Lead Chaperone resides with and administers supervision to DTH School students in a dormitory setting. Chaperone will be assigned a group of 8-12 students, but will team supervise 30-36 residential housing students throughout the program. Reporting to the School Director the Lead Resident Chaperone’s responsibilities entail, but are not limited, to the following:

**ESSENTIAL DUTIES**

- Supervision of chaperone staff whose duties entail managing and supervising students 24 hours /7 days per week, for the duration of the in person DTH Summer Intensive program, except when written authorization is provided by a parent which states otherwise.
- Preparing morning preparation schedule, administration of all meals, which will be prepared by vendors, grocery shopping and storage of food onsite for students.
- Supervising laundering and personal shopping needs of the students.
- Daily public transport of students from and to dorm and all other DTH School sponsored events, including evening and weekend activities.
- Enforcement of the rules and guidelines outlined in the DTH School’s 2023 [Residence Housing Handbook](#).
- Conduct periodic room checks.
- Maintain the sign in/out system and documentation for student overnight/weekend leave.
- Communicate with DTH School parents and students.



- Sensitivity to any health needs of the students, which should be reported immediately to DTHS staff and/or parents.
- Immediate notification to the DTH School Artistic and Administrative staff of any missing student, health alert, or emergency of any kind.
- Daily written logs to be shared with the DTH School Artistic and Administrative staffs regarding the students at the dorm.
- Notify DTH School Artistic and Administrative staffs of any disciplinary problems or concerns immediately.
- Participate in dorm update meetings with DTH School Artistic and Administrative staffs as needed.
- Notify DTH School Artistic and Administrative staffs of any Chaperone's personal emergency which may require time away from the dorm so that a Chaperone replacement may be arranged.
- Eligibility to work in U.S.A.

### **REQUIRED SKILLS**

- Education: Associate or Bachelor's degree
- CPR Certification and RTE certification a plus
- Previous experience in residence living and supervision of chaperone staff, youth and young adults (ages 8 – 24)
- Excellent organization and communication skills
- Ability to use electronic equipment for word processing, and communication.
- Independent sound judgment to resolve problems quickly and efficiently as they may arise
- Ability to work under pressure
- Fluency in Spanish a plus

### **PHYSICAL DEMANDS**

- Ability and strength to lift items, upto 10-15 lbs., as needed to perform the essential functions of the job
- Ability to sit, stand and walk for required periods of time
- Ability to hear, speak, write and understand and/or communicate professionally in English to perform duties of this position
- Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

### **TERMS AND CONDITIONS: Eligibility to work in USA**

- Full time. 5-week seasonal.
- Weekly salary \$1,450, paid on a bi-weekly basis.
- Statutory benefits only.
- Background check mandatory.
- Dance Theatre of Harlem is an equal opportunity employer.

### **TO APPLY:**

Send resume and cover letter to: [humanresources@dancetheatreofharlem.org](mailto:humanresources@dancetheatreofharlem.org), mark subject line "Lead Resident Chaperone".



NO PHONE CALLS PLEASE