

New England Conservatory Summer Programs Resident Teaching Assistant

New England Conservatory's Summer Orchestra Institute (SOI) is a four-week full symphony orchestra program, open to intermediate to advanced-level strings, brass, winds, and percussion students between the ages of 13-18.

- Session 1: July 7-20, 2024
- Session 2: July 21-August 3, 2024

Jazz Lab is a week-long creative music program for musicians, aged 13-19. Students work with world-class faculty and guest artists in small ensembles, instrumental workshops, masterclasses, and enjoy incredible performances.

Jazz Lab: June 30 - July 6

NEC is searching for **Resident Teaching Assistants** to promote the wellbeing of SOI and Jazz Lab students while learning valuable teaching and career skills from faculty and staff. Current students enrolled in accredited music programs are encouraged to apply.

Responsibilities

Residential Duties

1. Community Development

RAs are expected to:

- i. Set a positive example for residents and other RAs by following all Residence Life and Conservatory policies and model the responsible behavior expected of all residents and RAs
- ii. Develop a community on their floor and in the building in which residents are able to socialize, study, practice, and sleep in an environment that is respectful of individual differences and conducive to the educational process
- iii. Be known by residents as an approachable, visible, and resourceful staff member
- iv. Maintain a positive attitude toward others and accept others whose lifestyles and attitudes are different than their own
- v. Maintain a positive attitude toward their RA position and NEC Summer Programs
- vi. Act as a positive team member who fosters an environment of collaboration,
- vii. Work to identify and resolve situations on their floor; including but not limited to, roommate conflicts, personal problems, and emergencies
- viii. Respect and maintain confidentiality regarding resident issues by not discussing issues with other RAs, residents, students, or other inappropriate persons. RAs are expected to keep the Resident Director informed about serious or potentially serious/dangerous resident issues

2. Policy Enforcement

RAs are expected to:

- i. Know and educate residents on Residence Life and Conservatory policies, student rights, and the conduct process
- ii. Enforce Residence Life and Conservatory policies by responding to and confronting inappropriate behavior and policy violations
- iii. Encourage residents to hold each other accountable for their behavior
- iv. Confront individuals with respect, consistency, and fairness at all times
- v. Document any inappropriate resident behavior promptly and accurately via incident reports (IRs) and forward such incidents to your supervisor or other appropriate personnel in accordance with protocol
- vi. Be familiar with all fire alarms, Shelter-in-Place (SIP), and other emergency procedures, as well as respond to fire alarms, SIP drills, and other emergencies within the Residence Hall

3. Programming & Residential Engagement

RAs are expected to:

- i. Coordinate and implement programs and activities
- ii. Carry out the programming expectations

Teaching Responsibilities

- Observe summer faculty during rehearsals and lessons, and provide teaching assistance as needed.
- Encourage the personal, musical, academic, and social development of SOI students.
- Participate in career seminars led by NEC staff. Topics include arts administration and leadership, and learning new skills in marketing/communications, ensemble management, and programming.

Dates of Employment: Resident Teaching Assistants must commit to living at the Student Life and Performance Center from June 29th, 2024, to August 4th, 2024.

- Jazz Lab: June 30 - July 6, 2024
- SOI Session 1: July 7-20, 2024
- SOI Session 2: July 21-August 3, 2024

Compensation

- \$750/week
- A single room on their assigned floor in the Residence Hall
- A Green Room Café meal plan from July 1st to August 2nd
- Lunch and Dinner on July 30th
- Breakfast and Lunch on August 3rd

How to Apply:

- Send an updated resume to Director of Summer Programs, [Christopher Bush](#)