



**Resident Advisor  
(Two Seasonal Positions)**

**MUSIC@MENLO**, the San Francisco Peninsula's premier chamber music festival, brings many of the world's leading chamber musicians to the Bay Area for three weeks of public concerts and hosts a major training institute for emerging and pre-professional musicians. The festival's innovative programming provides a diverse array of opportunities for audiences of all ages to connect with classical music in a welcoming and stimulating environment. Music@Menlo is a program of Menlo School, an independent, coeducational college preparatory day school serving grades 6–12 located in Atherton, CA. Please learn more at [www.musicatmenlo.org](http://www.musicatmenlo.org).

Music@Menlo is currently seeking two Resident Advisors for its 2017 festival season to oversee approximately fourteen students ages 14–18 who will reside at a hotel in Palo Alto. 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 organizational and interpersonal skills are required. Starting and ending dates for onsite activities are July 13 through August 6. The Resident Advisor reports to the General Manager and Education Programs Director.

**Responsibilities**

- Conduct an inventory and inspection of all residential rooms prior to student arrival, ensuring rooms are ready for occupancy
- Oversee student arrival and check in on Thursday, July 13
- 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 hotel property and discussing policies and procedures
- Serve as the primary point of contact and chaperone for all residential students from Thursday, July 13 through Sunday, August 6; be available to care for and supervise students in a nurturing and positive manner. Typical work hours will be 4:00 p.m. to 8:45 a.m. each program day, but some changes may occur. On the following dates, work hours will be all day and through the evening: July 13, July 16, July 23, July 30 and August 6.
- Transport students between hotel property and Menlo School and concert venues in a Menlo School vehicle
- Enforce hotel property 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

**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 and 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
- Must have a valid driver's license and clean driving record

**Compensation**

Contractual compensation commensurate with experience. No employee benefits will be offered or available. A single room in the hotel plus three meals per day will be provided at no cost. Air travel provided for successful candidate if they reside outside the regional area.

**To Apply**

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

Marianne LaCrosse, General Manager and Education Programs Director  
Music@Menlo  
50 Valparaiso Avenue  
Atherton, CA 94027  
marianne@musicatmenlo.org