



Title:	Co-Residential Supervisor		
Reports To:	GSA Program Manager		
Supervises:	Residential Advisors		
FLSA Status:	Non Exempt	Job Grade:	EEO Category: Professionals
Prepared By:	Erica Rust Pennington	Date: 11/6	Company/Program: GSA
HR Approval By:	Terri Montgomery	Date:	Department: Education & Community Arts
JOB SUMMARY:			
The Co-Residential Supervisor advances The Kentucky Center Governor's School for the Arts (GSA) by providing supervision of its residential life program and contributing to the community of artists towards the development of a positive residential experience.			
ORGANIZATIONAL DUTIES & RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Supports the mission, vision, values and standards of behavior of The Kentucky Center. 2. Exhibits effective communication skills including proper use of The Kentucky Center's communication systems. 3. Participates in appropriate professional development programs to attain and maintain competency. 4. Effectively manages financial and physical resources to achieve the mission of the organization. 			
SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.			
<ul style="list-style-type: none"> • Organizes and administers the residential program for the students of the Governor's School for the Arts, including dormitory life, non-instructional social and recreational activities, safety, hygiene, supervision of the residential staff, and all other aspects of residential living. • Organizes and supervise summer staff move-in and move-out to the host campus dormitory. • Manages the GSA student move-in and move-off campus, including taking inventory of supplies, loading and moving equipment. • Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally. • Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances. 			
TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.			
<ul style="list-style-type: none"> • Assists in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential 			

facilities and equipment provided by GSA, the host campus, or any other venue at which activities of GSA may be occurring.

- In conjunction with the second Co-Residential Supervisor, establish and supervise duties and daily schedule of the residential advisors during GSA 2020.
- In cooperation with GSA Administration, provides supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperates and work in coordination with Residential Counselor in support of students as needed.
- Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles.

RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.

- Enforces and abides by rules, regulations and procedures for community living as published in the 2020 GSA Student and Residential Handbooks during GSA 2020.
- In cooperation with GSA Administration and other Co-Residential Supervisor, organizes and conducts the Residential Assistant training (June 22 – June 28th).
- Participates in planning sessions with Administrative Staff, Co-Residential Supervisor, and Residential Counselor.
- Remain present and practice self-care.

COMMUNICATION: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

- Maintains close communication on a daily or more frequent basis with the GSA Administration, throughout the planning and implementation of GSA regarding all aspects of residential life and interactions with GSA parents, residential staff, faculty, etc.
- Completes an evaluation, to be provided by GSA, at the close of the 2020 summer program.
- Other duties and responsibilities as needed.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.

RESULTING ESSENTIAL PHYSICAL ABILITIES:

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

QUALIFICATIONS:

EDUCATION, LICENSE and SKILLS:

1. Bachelor's Degree or pursuit of degree required; must be at least a college junior at time of application.
2. Evidence of formal learning and/or experience in the arts. Personal achievement as an artist, performer or arts educator preferred.
3. Previous experience as GSA Residential Advisor required.
4. Evidence of superior written and verbal communication skills.
5. Evidence of experience in project administration and accomplishing tasks through groups and teams.
6. Must be willing to live in-residence during the summer program and training week from June 22 – July 19th.
7. Knowledge or experience with programs for gifted and talented students preferred.
8. Experience in residential educational programs and camps preferred.

Kentucky Center provides equal employment opportunities (EEO) to all employees and applicants for employment.

Signature _____



Title:	Discipline Assistant		
Reports To:	GSA Program Manager		
Supervises:	None		
FLSA Status:	Non Exempt	Job Grade:	EEO Category: Administrative Support Workers
Prepared By:	Erica Rust Pennington	Date: 11/6	Company/Program: GSA
HR Approval By:	Terri Montgomery	Date: 11/6	Department: Education & Community Arts

JOB SUMMARY:

The Discipline Assistant advances The Kentucky Center Governor's School for the Arts (GSA) by providing assistance to a particular discipline while serving as a mentor to the community of artists towards the development of a positive student experience.

ORGANIZATIONAL DUTIES & RESPONSIBILITIES:

1. Supports the mission, vision, values and standards of behavior of The Kentucky Center.
2. Exhibits effective communication skills including proper use of The Kentucky Center's communication systems.
3. Participates in appropriate professional development programs to attain and maintain competency.
4. Effectively manages financial and physical resources to achieve the mission of the organization.
5. Takes focused responsibility for a group of assigned students in one art form as well as general responsibility for rule enforcement and wellbeing of the entire student body.

SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.

- Provide administrative support to faculty whenever needed (typing, copying, running errands, etc.).
- Oversee guest artist visits, including residential needs.
- Assist in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential facilities and equipment provided by GSA, our host campus, or any other venue at which activities of GSA may be occurring.
- Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally.
- Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances.

TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Perform teaching responsibilities determined by discipline faculty.
- In cooperation with GSA administration, provide supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperate and work in coordination with Residential Counselor in support of students as needed.
- Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles.

RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.

- Available during meals and during other non-instructional daytime hours for program planning, evaluation, scheduling and student issues as needed.
- Completes an evaluation, to be provided by GSA, at the close of the 2020 summer program.
- Other duties and responsibilities as needed.
- Remain present and practice self-care.

COMMUNICATION: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

- Serve as liaison between residence life and faculty communicating logistics for daily activities with particular attention to field trips, Community Service Day and Final Day.
- Maintain close communication on a frequent basis with the GSA Administration, including attendance at weekly Discipline Assistant meetings.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.

RESULTING ESSENTIAL PHYSICAL ABILITIES:

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

QUALIFICATIONS: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

EDUCATION, LICENSE and SKILLS:

- Satisfactory progress towards a college degree in Arts Education, Arts Administration, or a related field required. Must be at least a college sophomore at time of application.
- Proven leadership ability. Superior interpersonal skills, including conflict resolution.
- Self-starter, must be able to work alone with a minimum amount of supervision.
- Live in-residence during the summer program and training week from June 22 – July 19, 2020, in the host campus dormitory.
- Knowledge or experience with programs for gifted and talented students preferred.
- Experience in residential educational programs and camps preferred.

Kentucky Center provides equal employment opportunities (EEO) to all employees and applicants for employment.

Signature _____

Date _____



Title:	Head Discipline Assistant		
Reports To:	GSA Program Manager		
Supervises:	None		
FLSA Status:	Non Exempt	Job Grade:	EEO Category: Administrative Support Workers
Prepared By:	Erica Rust Pennington	Date: 11/6	Company/Program: GSA
HR Approval By:	Terri Montgomery	Date:	Department: Education & Community Arts
JOB SUMMARY:			
The Head Discipline Assistant advances The Kentucky Center Governor's School for the Arts (GSA) by providing assistance to a particular discipline while serving as a mentor to the community of artists towards the development of a positive experience.			
ORGANIZATIONAL DUTIES & RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Supports the mission, vision, values and standards of behavior of The Kentucky Center. 2. Exhibits effective communication skills including proper use of The Kentucky Center's communication systems. 3. Participates in appropriate professional development programs to attain and maintain competency. 4. Effectively manages financial and physical resources to achieve the mission of the organization. 5. Takes focused responsibility for a group of assigned students in one art form as well as general responsibility for rule enforcement and wellbeing of the entire student body. 6. Serves as a leader amongst all Discipline Assistants 			
SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.			
<ul style="list-style-type: none"> • Provide administrative support to faculty whenever needed (typing, copying, running errands, etc.). • Oversee guest artist visits, including residential needs. • Assist in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential facilities and equipment provided by GSA, our host campus, or any other venue at which activities of GSA may be occurring. • Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally. • Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances. 			

TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Serve as liaison between Co-Residential Supervisors and Discipline Assistants and between Discipline Assistants and Administration.
- Teaching responsibilities to be determined by discipline faculty.
- In cooperation with GSA administration, provide supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperate and work in coordination with Residential Counselor in support of students as needed.
- Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles.

RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.

- Available during meals and during other non-instructional daytime hours for program planning, evaluation, scheduling and student issues as needed.
- Participate in planning sessions with Administrative Staff, Co-Residential Supervisors and Residential Counselor (in late spring and on June 22.)
- In cooperation with GSA Administration, Co-Residential Supervisors and Counselor, assist with the staff training (June 22 – June 28th) at the host campus.
- Enforce and abide by rules, regulations and procedures for community living as published in the 2020 GSA Student and Residential Handbooks during GSA 2020.
- Complete an evaluation, to be provided by GSA, at the close of the 2020 summer program.
- Remain present and practice self-care.

COMMUNICATION:

- Serve as liaison between residence life and faculty communicating logistics for daily activities with particular attention to field trips, Community Service Day and Final Day.
- Maintain close communication on a frequent basis with the GSA Administration, including attendance at weekly Discipline Assistant meetings. Provide information to Discipline Assistants that are not in attendance at weekly meetings.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.
- Other duties and responsibilities as needed.

RESULTING ESSENTIAL PHYSICAL ABILITIES:

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

QUALIFICATIONS:

EDUCATION, LICENSE and SKILLS:

- Satisfactory progress towards a college degree in Arts Education, Arts Administration, or a related field required. Must be at least a college junior at time of application.
- Previous experience as a GSA Discipline Assistant required.
- Proven leadership ability. Superior interpersonal skills, including conflict resolution required.
- Self-starter, must be able to work alone with a minimum amount of supervision.
- Knowledge or experience with programs for gifted and talented students.
- Teaching experience.
- Experience in residential educational programs and camps.
- Live in-residence during the summer program and training week from June 22nd – July 19th, in the host campus dormitory.

Kentucky Center provides equal employment opportunities (EEO) to all employees and applicants for employment



Title:	Resident Advisor		
Reports To:	Co-Residential Supervisor		
Supervises:	None		
FLSA Status:	Non-Exempt	Job Grade:	EEO Category: Professionals
Prepared By:	Erica Rust Pennington	Date: 11/6	Company/Program: GSA
HR Approval By:	Terri Montgomery	Date:	Department: Education & Community Arts
JOB SUMMARY:			
The Resident Advisor assists and advances The Kentucky Center Governor's School for the Arts (GSA) by providing supervision of its residential life program and contributing to the community of artists towards the development of a positive residential experience.			
ORGANIZATIONAL DUTIES & RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Supports the mission, vision, values and standards of behavior of The Kentucky Center. 2. Exhibits effective communication skills including proper use of The Kentucky Center's communication systems. 3. Participates in appropriate professional development programs to attain and maintain competency. 4. Effectively manages financial and physical resources to achieve the mission of the organization. 5. Takes focused responsibility for a group of 10-12 assigned students as well as general responsibility for rule enforcement and wellbeing of the entire student body. 			
SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.			
<ul style="list-style-type: none"> • Assist in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential facilities and equipment provided by GSA, our host campus, or any other venue at which activities of GSA may be occurring. • Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally. • Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances. 			
TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.			
<ul style="list-style-type: none"> • In cooperation with GSA administration, provide supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperate and work in coordination with Residential Counselor in support of students as needed. • Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles. 			
RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.			
<ul style="list-style-type: none"> • Enforce and abide by rules, regulations and procedures for community living as published in the 2020 			

GSA Student and Residential Handbooks during GSA 2020.

- Complete an evaluation, to be provided by GSA, at the close of the 2020 summer program.
- Other duties and responsibilities as needed.
- Remain present and practice self-care.

COMMUNICATION: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

- Maintain close communication on a daily or more frequent basis with the GSA Administration, throughout the planning and implementation of GSA regarding all aspects of residential life and interactions with GSA parents, residential staff, faculty, etc.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.

RESULTING ESSENTIAL PHYSICAL ABILITIES:

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

QUALIFICATIONS:

EDUCATION, LICENSE and SKILLS:

- Bachelor's Degree or pursuit of degree; must be at least a college sophomore at time of application.
- Evidence of formal learning and/or experience in the arts. Personal achievement as an artist, performer or arts educator preferred.
- Proven leadership ability. Superior interpersonal skills, including conflict resolution.
- Self-starter, must be able to work alone with a minimum amount of supervision.
- Knowledge or experience with programs for gifted and talented students preferred.
- Experience in residential educational programs and camps preferred.
- Live in-residence during the summer program and training week from June 22nd – July 19th, in the host campus dormitory.

Kentucky Center provides equal employment opportunities (EEO) to all employees and applicants for employment.



Title:	Summer Intern		
Reports To:	GSA Program Manager		
Supervises:	None		
FLSA Status:	Non Exempt	Job Grade:	EEO Category: Administrative Support Workers
Prepared By:	Erica Rust Pennington	Date:	Company/Program: GSA
HR Approval By:	Terri Montgomery	Date:	Department: Education & Community Arts

JOB SUMMARY:

The Summer Intern assists and advances the administrative and outreach goals of The Kentucky Center Governor's School for the Arts (GSA), to obtain valuable skills and experience towards a career in arts administration or non-profit management.

ORGANIZATIONAL DUTIES & RESPONSIBILITIES:

1. Supports the mission, vision, values and standards of behavior of The Kentucky Center.
2. Exhibits effective communication skills including proper use of The Kentucky Center's communication systems.
3. Participates in appropriate professional development programs to attain and maintain competency.
4. Effectively manages financial and physical resources to achieve the mission of the organization.
5. Takes focused responsibility for managing administrative spaces and tasks as assigned by GSA Administration

SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.

- Provides administrative and logistical assistance to the GSA staff. Support general office activities related to the GSA summer program.
- Give tours to guests and serve as front office welcome staff to visitors.
- Cultivate and organize content for the the GSA Yearbook and other print materials.
- Assist with the organization and selling of GSA merchandise.
- Assist with the preparation for GSA fundraising initiatives including but not limited to: parent raffle and online giving campaign.
- Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally.
- Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances.

TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Assist in documenting the GSA summer program through the medium of photography/videography.
- Maintain GSA social media accounts (Facebook, Twitter, Instagram and Snapchat)
- Assist with the planning, set-up and tear-down of all major GSA Summer Program events including but not limited to: Photo Night, workshops, College and Career Day, VIP Day, Community Service Day, field trips, and Final Day.
- Be a contributing and communicating member of the staff team always focusing on the wider community's role and goals. Remain prompt, tidy, and respectful of others' space, ideas, and roles.

<p>RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.</p>
<ul style="list-style-type: none"> • Complete an evaluation, to be provided by GSA, at the close of the 2020 summer program. • Abide by rules, regulations and procedures for community living as published in the 2020 GSA Student and Residential Handbooks during GSA 2020 Summer Program. • Oversee the daily website updates during the summer program.
<p>COMMUNICATION: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.</p>
<ul style="list-style-type: none"> • Prepare and facilitate a presentation on the professional field of Arts Administration for interested GSA students • Maintain close communication on a frequent basis with the GSA Administration, including attendance at weekly meetings.
<p>RESULTING ESSENTIAL PHYSICAL ABILITIES:</p>
<ol style="list-style-type: none"> 1. Ability to effectively communicate in all internal and external relationships for all essential job functions. 2. Above average skills in reading, writing and speaking English. 3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices. 4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. 5. While performing the duties of this job, the employee is regularly required to talk or hear. 6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.
<p>QUALIFICATIONS: Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.</p>
<p>EDUCATION, LICENSE and SKILLS:</p> <ul style="list-style-type: none"> • Satisfactory progress towards a college degree in Arts Administration, Arts Education or another related field Required. Must be at least a college freshman at time of application. • Personal achievement as an artist, performer or arts educator. • Excellent written and verbal communication skills, including public presentations. • Word and data-processing. Experience with Microsoft Word and Excel. Ability to learn and apply new software. • Eagerness to be involved and possession of a self-starter positive attitude. • Excellent organizational and time management skills. • Superior interpersonal skills. Ability to work alone with a minimum amount of supervision and as a team member. • Eagerness to learn and ask questions • Physical strength and stamina. Ability to lift 20lbs. Frequent set-ups for off-site events often require lifting and carrying boxes and office supplies. • Live in-residence during the summer program and training week from June 22nd – July 19th in the host campus dormitory.

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