

Dear prospective applicant:

Thank you for your interest in a mentor or supervisor position for the University of Texas at Austin Department of Theatre and Dance Summer Youth Programs. We are excited to once again offer outstanding summer programs to talented young dancers and performing artists. We will be hosting a four-week-long American Ballet Theatre Summer Intensive and a one-week-long US Performing Arts Camp. The 2009 program dates are as follows:

US Performing Arts Camp

Program dates: June 21 – 27

Mentor dates of service: June 20 – 27

Supervisor dates of service: June 20 – 27

American Ballet Theatre Summer Intensive

Program dates: July 5 – July 31

Mentor dates of service: July 2 – August 1

Supervisor dates of service: June 29 – August 1

For each summer program, we hire mentors and supervisors to work with the students during the camp. The mentors and supervisors live in the dormitory with the students, chaperone the students to / from the dorm and classes as well as during classes, and assist with evening and weekend activities. You would assist and accompany the students in each step of the program, making sure their needs and concerns are met—and most importantly, helping them have a great time. It is a fun and rewarding job. In addition, mentors and supervisors are invited to participate in the ABT dance classes and are often asked to assist or participate in the US Performing Arts classes—offering you a great opportunity to learn from professional dance and theatre faculty.

The number of positions available for mentors and supervisors are based on projected program enrollment. We tentatively plan on hiring the following:

US Performing Arts Theater Camp: 6 mentors and 1 supervisor

ABT Summer Intensive: 12 mentors and 2 supervisors

This is a tremendous experience that will give you the opportunity to be a source of support and guidance to the bright young students who are excited to be in the program. You will also be exposed to some of the finest faculty members and use the facilities of one of the largest theatre and dance departments in the country. We encourage you to apply for an individual program that piques your interest or for all programs if possible.

We prefer that mentors and supervisors have experience in dance and/or theater; however, it is not necessary. Other preferred qualities include knowledge or a major in the fields of kinesiology, recreation and leisure management, education, or management. However, past mentors have majored in everything from English and history, to law, communication, and finance. A candidate's experience working with teenagers, her/his enthusiasm, and responsible character are the primary qualifications that we will be looking for in our selection process. Note: We do hire male mentors and supervisors for the ABT Summer Intensive to oversee the young men who attend the program. Dance experience is not necessary and we encourage all male applicants to consider working for the ABT program.

Please familiarize yourself with the summer program information listed on the Department's website at www.finearts.utexas.edu/tad/special_programs/summer_youth_programs. Included in this packet, you will find information describing the mentor/supervisor roles and responsibilities for the programs. Also included are a Mentor Application Form and Supervisor Application Form for you to complete and return to the department, should you choose to apply for either of the positions. The application deadline is **February 27, 2009** and we will begin the interview and hiring process in mid-March.

We look forward to hearing from you! If you have any questions, please contact me by email at gholstonc@mail.utexas.edu or by phone at 512-232-5301.

Sincerely,

Cassie Gholston
Assistant Chair for External Relations

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**The University of Texas at Austin Department of Theatre and Dance
2009 Summer Youth Programs**

MENTOR INFORMATION AND GUIDELINES

It is important that all mentors and supervisors understand their roles and duties to be maintained throughout the entire length of each UT summer program for which they are working.

Mentor Responsibilities

- Each mentor shall oversee and chaperone up to 15 program participants, ages 12 and up, with exact age range depending on the program.
- Mentors live in the dormitory with the program participants and are responsible for making sure they are safe, comfortable, and well behaved. When the participants are in the dorm (such as in the evenings and on weekends), mentors, as assigned, must remain inside the dorm with them. Mentors may not leave the dorm without permission from their supervisor.
- Mentors must chaperone their assigned participant group to and from the dorm and classroom/dance facilities.
- Mentors must chaperone their assigned participant group during each class, and to and from any activity site.
- Mentors must make sure that their participant group follows the schedule and arrives on time to all scheduled events.
- If any problems arise (e.g. theft, injury, etc.), mentors must notify their supervisor first. If the supervisor cannot be reached, the mentor must notify the Residential Coordinator or Assistant Chair for External Relations immediately.
- If a participant is injured or becomes ill, mentors must escort the participant to University Health Services and notify their supervisor of the situation immediately.
- Mentors must attend a mandatory orientation prior to participant check-in (see page 5)
- Mentors must remain on duty at UT until all participants have checked out on the final day of the summer program.

Mentors are encouraged to participate in classes as occupancy permits; however, **a mentor's first priority is the well-being of the participants.**

Our summer program mentor position is more than accompanying program participants/students. Mentors interact with the participants on a one-on-one level and spend most of their time tending to their assigned participants' needs. Most of the participants are young and some have never spent much time away from home, therefore mentors play a critical role in supporting the participant during the program.

As a mentor or supervisor, it is important to set a good example for the students participating in each summer program. These students will look up to you and take cues from your actions and behavior.

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SUPERVISOR INFORMATION AND GUIDELINES

It is important that all mentors and supervisors understand their roles and duties to be maintained throughout the entire length of each UT summer program for which they are working.

Supervisor Responsibilities

- Each supervisor shall oversee an assigned group of mentors for each summer program.
- Supervisors live in the dormitory with the participants and mentors and are responsible for overseeing mentor and participant behavior and actions. Supervisors serve as the first point-of-contact for mentors when a problem or conflict arises.
- Supervisors make sure that their group of mentors are aware of all of their duties and the rules set forth by the Department of Theatre and Dance, the Residential Coordinator and Assistant Chair for External Relations.
- Supervisors assist the Residential Coordinator in administrative duties and in creating/delegating activities and responsibilities to the mentors before and during the program dates.
- Supervisors assist the UT staff and program coordinators, faculty, mentors, and intensive participants in needs that arise daily.
- Supervisors must escort a participant to University Health Services if a mentor is unable.
- Participate in all activities in a supervisory and authoritative role including intelligent decision-making for the safety and well-being of the students at all times.
- Supervisors must attend a mandatory orientation prior to participant check-in. (see page 5)
- Supervisors must remain on duty at UT until all participants have checked out on the final day of the summer program.

Supervisors are expected to understand their responsibilities as well as the mentor's responsibilities. Supervisors will uphold the highest standards of integrity and diplomacy when resolving conflicts that may arise.

MANDATORY ORIENTATION DATES

US Performing Arts Camp:

Mentors and supervisors should plan on arriving in Austin and checking into Jester West dormitory on the morning of **Saturday, June 20**. In the afternoon on that day, there will be a **mandatory orientation** in Jester West Hall. Mentors and supervisors must remain on duty at UT until all participants have checked out on the final day of the summer program.

ABT Summer Intensive:

Supervisors should plan on arriving in Austin and checking into Jester West dormitory on **Monday, June 29**. **Mentors** should plan on arriving in Austin and checking into Jester West dormitory on **Thursday, July 2**.

Supervisors and **Mentors** will attend **mandatory orientation sessions** throughout the day in Jester West Hall on **Friday, July 3** and **Saturday, July 4**. Free time will be scheduled for the evening of July 4.

Supervisors and **Mentors** must remain on duty at UT until all participants have checked out on the final day of the summer program.