



2025 Kneisel Hall Residence Life Manager

Location: Blue Hill, Maine

Employment Dates: Full-time, Thursday, June 19 through Tuesday, August 12

Compensation: \$6,000 (\$800/week for 7 and ½ weeks). Travel by car will be reimbursed at the 2025 IRS standard mileage rate for a round-trip drive to Blue Hill.

Room and Board: Housing (single room with private bath) and meals will be provided on the Kneisel campus (three meals a day M-F, two meals on Saturday).

About Kneisel Hall

Founded by legendary violinist Franz Kneisel in 1902, Kneisel Hall Chamber Music School and Festival is a premier summer music festival located in Blue Hill, Maine. Each summer, Kneisel Hall offers public concerts, residential artist training programs for advanced musicians, as well as day camps for younger students. Kneisel Hall's flagship program, the Young Artist Chamber Music Program, attracts today's most gifted young professional artists who come to Kneisel Hall for seven weeks to immerse in chamber music study and artistic development.

Position Overview

The Residence Life Manager for Kneisel Hall serves as the primary resource to address needs, problems, and emergencies for the Young Artists (music students ages 18-28). The Residence Life Manager also works to implement campus policies and procedures and create a safe environment on campus. The Residence Life Manager reports to the Executive Director and is on duty 24 hours/day, 6 days/week.

Requirements

Applicants must have a valid driver's license and pass a background check. Preference is given to those 22 years and older. All Kneisel Hall employees must take a 1- hour online anti-harassment course before the start of employment.

Primary Duties and Job Responsibilities

- Fosters a positive, safe, and supportive environment within the Kneisel Hall community
- Facilitates student arrivals, orientation, and departures, managing the dorm check-in and checkout procedures,
- Leads orientation meetings and community engagement training
- Assist students with questions and issues concerning daily campus life, exercising sound judgment to enhance the well-being of the students.
- Relay any concerning information that comes up with the students to the Artistic Director and/or the Executive Director



KNEISEL HALL CHAMBER MUSIC SCHOOL AND FESTIVAL

- Meets regularly with the Executive Director to update and communicate pertinent information
- Serves as the primary liaison between the students and Facilities Manager
- Promote a responsible living-learning atmosphere in the dorms by exemplifying model behavior
- Oversee proper care of pianos, practice cabins, and rehearsal spaces
- Ensure that all Kneisel Hall policies and rules are respected, especially those related to safety
- Drive students to off-site activities and essential errands when needed; provide pick-up/drop-off service for guest artists as necessary. Mileage is reimbursed.
- Respond to and handle emergencies; direct students on emergency protocols as necessary, such as fire drills
- Assist with concert operations and office tasks as needed
- Other duties that are necessary for optimal student experience and smooth operation of the festival.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job:

- Must be able to work during prolonged periods of standing and walking
- Must be able to reach above the head or reach forward; bend, kneel, stoop or crawl
- Must be able to lift up to 50 pounds

NOTE: All staff working on the Kneisel Hall campus are required to be fully vaccinated against Covid-19.

TO APPLY

Email a resume and a cover letter addressing relevant experience, interest in a specific position, and summer availability to jobs@kneisel.org, with the subject heading "Residence Life Manager Application, [Your Name]". Applications will be reviewed on a rolling basis, although we recommend applying by February 7. We anticipate scheduling Zoom interviews during the month of February.

Visit www.kneisel.org to learn more about Kneisel Hall Chamber Music School and Festival.

This job description indicates the general nature and level of work performed. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for the job.

Kneisel Hall is an equal-opportunity employer and does not discriminate based on race, color, religion, national origin, ancestry, gender, gender identity, sexual orientation, age, disability, or political affiliation.