

Up with People Staging Staff Position Description

Title: Vocal Assistant
Reports to: Music Director
Department: Production
Dates: January – February 2017



Core Responsibilities:

The Vocal Assistant will work closely with the Music Director and the rest of the Performing Arts staff overseeing the training of new students for the Up with People show. Specifically, the Vocal Assistant will assist with workshops for students with vocal solo potential and assist with cast vocals, microphone group workshops and cast blocking. They will oversee and help facilitate workshops while developing the overall quality of the show.

Responsibilities:

- Serve as part of the performing arts staging team, working with the rest of the team to teach the Up with People show to new students during the staging and orientation period.
- Teach vocal solos and cast vocals during staging.
- Assist with full cast rehearsals, microphone group workshops, and cast blocking. May be asked to lead rehearsals and workshops.
- Perform in the dress rehearsal if needed.
- If necessary, perform in any private shows and special events scheduled during the staging and orientation period.
- Other duties as assigned.

Qualifications:

- Ability to read music.
- Experience with teaching/coaching vocal music.
- Training or education in live musical production.
- Experience as a performer in live musical productions.
- Keyboard skills.
- Ability to work successfully with people in diverse and international team environments.
- Highly reliable and able to balance a broad perspective as well as attention to detail.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Second language skills highly desired.

Notes:

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- Round trip transportation (up to a specified limit) from your home airport to Denver and work-day meals and local transportation for the dates of the position will be covered by Up with People.

Application Procedure:

To apply for this position, please send a resume or CV along with a cover letter to Employment@upwithpeople.org. In the "Subject" line put your name and the position for which you're applying. Closing date for applications is **October 31, 2016.**