

Up with People Road Staff Position Description

Title: Production Manager
Reports to: Cast Manager
Department: Production
Starting Date: January or July



Core Responsibilities:

The Production Manager oversees and manages all aspects of the Up with People musical production, while providing exemplary skill and talent. The Production Manager is primarily responsible for the overall development and growth of the Production Team as well as Up with People participants. They will work closely with Advance Teams, Schedulers and Production office staff to adapt the UWP Show to each facility. They will be responsible for directing and overseeing artistic vision and maintaining superior quality of the show. They will also oversee and help facilitate workshops while supervising and mentoring team members. The Production Manager will also serve in a position on the Show or Technical team. The Production Manager must be able to:

- Act as a coach, role model and mentor in the participants' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for participants and community members.
- Attend to participant needs, counseling and feedback.
- Work with all staff facilitators to ensure the successful implementation of the entire Up with People program by participating in a variety of program components.
- Build and maintain relationships with outside constituencies, including host families, prospective participants, donors and supporters.

Specialized Responsibilities:

Management

- In collaboration with the Management Team, ensure the safety of the UWP cast.
- In collaboration with the Management Team, hold staff and students accountable to the UWP Policies and Guidelines.
- In collaboration with the Management Team, ensure effective and timely implementation of the daily schedule.
- In collaboration with the Management Team, monitor and address issues of group dynamics within the cast.
- Assist the Cast Manager with addressing cast needs and concerns as they arise.
- Ensure the integrity of Up with People's Global Education Program by making responsible artistic and technical decisions based on balancing the needs of the Up with People Show with those of the organization, participants and community.

Department Support

- With the Production Team, direct and maintain the artistic vision and technical quality of the Up with People Show.
- Make final decisions in coordination with appropriate office team members for the overall vision and quality of the Up with People Show.
- Oversee the Show and Technical Teams to supervise and mentor team members.
- Facilitate Production Team department meetings to address issues, motivate, plan department goals and strategize how to successfully meet work objectives.
- Work with the Producer to manage, update and maintain the Up with People show script for different rundowns, languages, and cultures.
- Manage the Road Production budget.

- In collaboration with the Production Team and Up with People Office, ensure the overall success of the Up with People Show through workshops, rehearsals and evaluation of the performance, including new show elements and country transitions.
- Work with Regional Directors, Tour Managers and the entire Production Team to ensure the successful involvement of community members in the show.
- Perform in the show with superior skill and professionalism, or provide direct technical expertise in one or more of the following disciplines - sound, lights, video and stage – as needed.
- Oversee the nurturing and inspiration of the creative potential of all participants and educate them through the Up with People Performing Arts Curriculum.
- Participate in Advance Team trainings as needed.
- Work with, guide, mentor and share responsibilities with the Production Team.

Qualifications:

- Significant experience in the Performing Arts field.
- Significant experience with directing, rehearsal planning/facilitation.
- Ability to manage ambiguous situations and openness to new and complex circumstances.
- 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.
- Strong verbal and written English skills to be able to write reports and business correspondence as well as effectively present information to an international audience of fellow staff, participants and the general public.
- Experience with budget management.
- Direct supervisory experience.
- Strong organizational skills.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Basic skills and knowledge to work with Microsoft Windows software (Word, Excel, Power Point and Outlook).
- 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.
- This position expects a minimum one year (two-tour) commitment.
- All Up with People road staff members are expected to have a valid driver’s license and be willing to drive in all regions of the tour.
- Transportation from your home airport to Denver as well as from your last project assignment of the semester to your home will be covered by Up with People.
- This is a volunteer staff position. As a result no compensation is offered. You will receive a monthly per diem towards reimbursement of expenses.

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, include your name and the position for which you’re applying along with the program start date, (January or July and Year)