

Up with People Road Staff Position Description

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



Core Responsibilities:

The Show Manager oversees and manages all artistic aspects of the Up with People musical production. They will work closely with the Production Manager and Technical Manager to adapt the UWP Show to each facility. They will mentor and collaborate with team members to guide Up with People participants in their understanding of and skills development for performing in the UWP Show. The Show Manager will also serve in one of the following show team positions: Dance Captain, Vocal Instructor, or Band Leader. The Show 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:

- Plan and facilitate Show Team meetings to address issues, motivate, plan team goals and strategize how to successfully meet work objectives.
- With the Show Team, create and manage a workshop and rehearsal plan for the semester taking into account country transitions and student development.
- Run rehearsals as directed by the Production Manager.
- Oversee the inventory and maintenance of Up with People Show costumes.
- With the Technical Manager, provide input to the Production Manager so they can make informed decisions in order to maintain the overall artistic vision and quality of the Up with People Show.
- Ensure the integrity of Up with People's Global Education Program by making responsible artistic decisions based on balancing the needs of the organization, participants and community for all elements of the Up with People Show.
- Oversee the nurturing and inspiration of the creative potential of all participants and educate them in the area of the arts through the Up with People Performing Arts Curriculum.
- Perform in the show with superior skill and professionalism.
- Make responsible artistic decisions based on balancing the needs of the organization, participants and community.
- 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.
- Participate in Advance Team briefings as needed.
- Guide/Coach interns throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.

Qualifications:

- Significant experience in the performing arts
- Significant experience with directing, rehearsal planning/facilitation
- Excellent organizational skills
- Strong verbal and written English skills
- Experience in high intensity work environment
- Great public speaking skills
- Ability to maintain confidentiality and exercise discretion
- Experience with event management
- Experience with budget management
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook
- Experience in the facilitation of experiential education programs
- Lived or worked in a foreign country preferred, not required
- Second language skills preferred, not required
- Successful experience in crisis management
- Successful experience in conflict resolution
- History of demonstrating solution based approaches while maintaining a positive outlook to tough situations
- A model of exemplary ethics

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