

Up with People Road Staff Position Description

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



Core Responsibilities:

The Technical Manager oversees and manages all technical aspects of the Up with People musical production. They will work closely with the Production Manager and Show Manager to adapt the UWP Show to each facility and document the successes and challenges of these show venues. They will mentor and collaborate with team members to guide Up with People participants in their understanding of and skills development for technical theatre. The Technical Manager will also serve in one of the following technical team positions: Lighting Technician, Sound Technician, Stage Technician or Band Leader. The Technical 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, vendors, donors and supporters.

Specialized Responsibilities:

- Plan and facilitate Technical Team meetings to address issues, motivate, plan team goals and strategize how to successfully meet work objectives.
- With the Technical Team, create and manage a Set-up, Strike and equipment maintenance plan for the tour, considering various performance venues, engagements and country transitions.
- Develop and maintain an accurate inventory management system for all UWP assets, including technical equipment, props, costumes, and all department road cases and materials.
- With the Show 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 technical 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.
- Execute specific technical job responsibility (sound, lights, stage/video) throughout the tour for all public performances.
- In collaboration with the Production Team, ensure the overall success of the Up with People Show through participant training, equipment troubleshooting, rehearsals, and proper execution of cues and other performance responsibilities.
- In collaboration with the Production Team, PR Team, and the Up with People Office, ensure onsite venue checks take place before each performance, post-show technical reports are filed in a timely manner, and good planning and communication occurs for any new show elements or 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 technical theatre
- Significant experience with multiple technical disciplines (sound, lights, stage, video)
- 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)