

## **Up with People Road Staff Position Description**

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



### **Core Responsibilities:**

The Vocal Instructor works closely with the Production Team overseeing all aspects of Up with People's vocal musical production. They will also help manage music selection while helping to develop, train, mentor and teach all participants making sure a standard of excellence is set at all times. They will also oversee and help facilitate workshops while developing the overall quality of the show. The Vocal Instructor 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:**

- Within the Production Team, maintain the artistic vision and quality of the Up with People Show.
- Manage and maintain all vocal musical elements of the Up with People Show, including solo and ensemble vocal performance, and assist with general sound reinforcement.
- Facilitate the training and preparation of participants for using music as a cultural exchange method to ensure a quality experience for all constituents.
- Ensure the integrity of Up with People's Global Education Program by making responsible artistic decisions based on balancing the needs of the Up with People Show with those of the organization, participants and community.
- Guide/Coach intern teams throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.
- In collaboration with the Production Team, 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.
- In collaboration with the Production Team, ensure the successful involvement of community members in the Up with People Show.
- Perform in the show with superior skill and professionalism.
- Perform and be able to teach all vocal parts in the Up with People production.
- Nurture and inspire the creative potential of all participants and educate them through the Up with People Performing Arts Curriculum.
- Work with and share responsibilities with the Show Team.

### **Qualifications:**

#### Essential

- Significant experience with teaching vocal music.
- Significant experience with directing, rehearsal planning / facilitation.
- Keyboard skills sufficient to teach vocal music.
- 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.

- Have a level of verbal and written English skills to be able to effectively correspond as well as present information to an international audience of fellow staff, participants and the general public.

#### Preferred

- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Second language skills.
- Strong organizational skills.
- Basic skills and knowledge to work with Microsoft Windows software (Word, Excel, Power Point and Outlook).

#### **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](mailto: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)**