

## **Up with People**

### **Staging Staff Position Description**

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



#### **Core Responsibilities:**

The Technical Assistant will work closely with the technical team and the rest of the Performing Arts staff overseeing the training of new students for the Up with People show. Specifically, the Technical Assistant will assist with the preparation, inventory and maintenance of Up with People's technical equipment. They will support the Technical Department and Up with People Production Department 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.
- Assist Technical Department with design implementation.
- Assist with detailed inventories of equipment.
- Assist with the overall upkeep, maintenance and overall care of all equipment.
- Assist with set-up and strike
- Assist with technical needs during staging.
- Assist with all production related events, including culture jam and dress rehearsal.
- Other duties as assigned.

#### **Qualifications:**

- Training or education in technical theater.
- 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 self starter, with time management and follow through skills.
- Good communication skills and work ethic.
- Ability to manage multiple priorities simultaneously.
- 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](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)**