

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

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



### **Core Responsibilities:**

The Graphics Operator works closely with the Production Team overseeing all aspects of Up with People's technical production. They will also help 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 load in and load out sessions while maintaining artistic integrity of the show, as well as participant safety. The Graphics Operator 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.
- Maintain and develop relationships with outside constituencies, including host families, prospective participants, donors and supporters.

### **Specialized Responsibilities:**

- Manage all video requirements of all Up with People performances.
- Work closely with the Technical Manager to manage relationships with local vendors for any rented video equipment.
- As appropriate, coordinate with the Technical Manager the technical rider for each community and ensure power requirements are met for each show.
- Work closely with the Technical Manager on troubleshooting, inventory, security, repair and transportation of all road equipment.
- With the Technical Team – oversee, participate in and teach the cast how to set up and strike show equipment ensuring a safe and professional environment at all times.
- Perform maintenance on Up with People owned video equipment.
- Run each and every live production, cueing video & audio and ensuring artistically pleasing productions in each city.
- Guide/Coach interns throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.
- Work with Production Manager to create and produce "city specific" videos and slideshows.
- In collaboration with the Production team ensure the overall success of the show, including logistics, technical requirements, community involvement and creative production.
- As necessary, properly prepare and use the equipment carnet during tour shipping.
- In collaboration with the Production Team help to plan/run workshops, rehearsals and review performances.
- Nurture and inspire creative potential in all participants and educate them through the Up with People Performing Arts Curriculum.
- Work with, guide, mentor and share responsibilities with the Production Team.

## **Qualifications:**

### Essential

- 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.
- Training or education in AV or a related field.
- Experience in setting up and tearing down stage and video equipment.
- Ability to lift 50 lbs (23 kilos).
- Basic knowledge of video editing (Final Cut Express), AV cueing (Qlab) & Microsoft Power Point.

### Preferred

- 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 and Outlook).
- Second language skills.
- Have a driver's license and be willing to drive in all regions of the tour. Class B or equivalent license may be required (24 foot / 7.3 meter truck).

### **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).**