

## **Up with People**

### **Staging Staff Position Description**

**Title:** Staging Coordinator  
**Reports to:** Director of Cast Programs  
**Department:** Staging  
**Starting Date:** May or November



#### **Core Responsibilities:**

The Staging Coordinator is responsible for overseeing operations during the twice-yearly Staging and Orientation period in Denver, Colorado, including Staff & Student arrival days, Host Families, meals, facilities and transportation.

#### **Responsibilities:**

##### Host Families

- Assist the recruitment of all necessary host families.
- Organize and implement Host Family Meetings in various regions of the metro area.
- Create Host Family Schedule and regularly communicate schedule updates and reminders of UWP activities.
- Work with the admissions department on allocating students and staff.
- Coordinate allocations and packet preparation.
- Be on-site for student arrival to oversee necessary host family issues.
- Assist the Cast Manager with Host Family needs, questions and concerns during the Staging & Orientation period.

##### Meals

- Create the meal calendar and secure vendors to provide a balanced and varied menu for each cast meal within budget.
- Ensure the on-time pick-up / delivery of each meal.
- Oversee the set-up, serving and clean-up of each meal.
- Ensure accurate and timely payment of any meal invoices.

##### Facilities

- Coordinate with the facility contact to ensure that the facility is open and available per the Orientation & Staging schedule.
- Secure Community Action day sites and other non-production experiences as directed.
- Ensure that all facilities are kept clean and organized on a daily basis.

##### Transportation

- Assist with the creation of the daily shuttle and vehicle schedule.
- Coordinate and oversee an organized daily van schedule.
- Oversee and enforce operations within UWP's transportation policies and procedures.

##### General

- Assist the cast and staff with daily operation support.
- Assist with ticket distribution for public performance(s) when scheduled.
- Provide weekly progress updates
- Oversee the preparation and delivery of thank you letters, gifts and evaluations to all host families, meal vendors and transportation partners after Orientation & Staging.
- If necessary, perform in any private shows and special events scheduled during the staging and orientation period.
- Other duties as assigned.

**Qualifications:**

- Familiar with Up with People, its mission and vision.
- Strong organizational skills with the ability to manage many complex tasks at once.
- Excellent oral and written communication skills.
- Proven ability to meet deadlines and deliver on business agreements.
- Ability to enlist, motivate and train volunteers.
- Positive attitude with a willingness to take on projects and tasks at multiple levels.
- Valid driver's license & ability and willingness to travel locally, including meeting Up with People's driving requirements (minimum age: 21, good driving record)
- Ability to adapt quickly to change.
- Proficient computer skills including knowledge of Microsoft Excel, Word, and PowerPoint.
- Ability to work successfully with people in diverse and international team environments.

**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)**