

Up with People Road Staff Position Description

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



Core Responsibilities:

The Graphics Technician manages all aspects of video production while helping to oversee all technical components of the Up with People (UWP) show. They help to develop, teach and mentor all UWP participants in their understanding of and skills development for technical theatre. With the expectation of maintaining artistic integrity and a standard of excellence for each performance, they help facilitate the safe, efficient load-in and set-up of technical equipment, as well as the proper maintenance, inventory, and load-out of all UWP assets. This position may also serve in the stage technician role, depending on background, expertise, and UWP needs.

The Graphics Technician 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.
- Participate in a variety of program components while collaborating with all staff to successfully facilitate the overall UWP program.
- Build and maintain relationships with outside constituents, including host families, prospective participants, donors and supporters.

Specialized Responsibilities:

- Manage all video production elements of the UWP show to create artistically pleasing performances.
- As the foundation of the show, execute each audio/video cue with precision and expertise.
- Under the guidance of UWP's Technical Director, and in collaboration with the Production Manager and PR team, ensure the videos are properly updated for each local community and kept to a standard of excellence.
- Along with the Technical Manager, ensure the technical rider for each community and video requirements are met for each show.
- Perform maintenance on UWP-owned video equipment and related peripherals.
- Work closely with the Technical Manager to manage relationships with local vendors for any venue-provided and/or rented video equipment.
- With the Technical Manager and the rest of the technical team, oversee, participate in and teach the cast how to set up and strike show equipment to ensure a safe and professional environment at all times.
- With the Production Team, maintain the artistic vision and technical quality of the UWP show.
- In collaboration with the Production Team, help to plan/run workshops, rehearsals and review performances.
- Work closely with the Technical Manager on trouble shooting, maintenance, inventory, security and transportation of all UWP assets, including technical equipment, and all department road cases and materials.
- In collaboration with the road and office production teams, ensure the overall success of the UWP show through training, equipment troubleshooting, and proper execution of cues for each rehearsal/performance.
- Ensure the integrity of the UWP education program by making responsible artistic and technical decisions based on balancing the needs of the production with those of the organization, participants and community.
- Help guide and develop the creative and technical potential of all participants and educate them through UWP performing arts workshops.
- 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:

- Training or education in video design, A/V, or a related field.
- Experience using video software, such as Final Cut Pro X, Keynote, and PowerPoint and Apple computers.
- Experience using A/V cueing software, such as QLab.
- Experience in setting up and tearing down stage and video equipment.
- Ability to lift 50 pounds / 23 kilograms.
- Ability to manage ambiguous situations and openness to new and complex circumstances.
- Ability to work successfully with people in diverse and international team environments.
- Strong organizational skills.
- Highly reliable and able to balance a broad perspective with an attention to detail.
- Strong verbal and written English skills to be able to write reports and business correspondence as well as effectively present information to an international audience of fellow staff, participants and the general public.
- 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 MS Office software (Word, Excel, PowerPoint and Outlook).
- 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 role.
- A minimum one-year (two-tour) commitment is expected with this position.
- UWP road staff members aged 21 years or older are expected to have a valid driver's license, an international driver permit, 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, include your name and the position for which you are applying, along with the program start date, (January or July; and Year).