

## Up with People Road Staff Position Description

**Title:** Production Manager  
**Reports to:** Cast Manager  
**Department:** Production  
**Starting Date:** January or July



### Core Responsibilities:

The Production Manager oversees and manages all technical and artistic aspects of the Up with People (UWP) musical production while providing exemplary skill and talent to the show. They are responsible for the overall development and growth of the Production Team and the UWP participants. By working closely with Show Manager, Technical Manager, PR teams and production office staff, they plan ahead to adapt the UWP show to each venue and region. They are responsible for maintaining the artistic vision and superior show quality while overseeing the health and safety of staff and participants, as well as the maintenance and care of all UWP assets.

The Production Manager 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:

#### Management

- In collaboration with the Management Team:
  - Ensure the safety of the UWP cast
  - Hold staff and students accountable to UWP Policies and Guidelines
  - Ensure effective and timely implementation of the daily schedule
  - Monitor and address issues of group dynamics within the cast
  - Assist the Cast Manager with addressing cast needs and concerns as they arise.

#### Department Support

- Supervise, guide, mentor and share responsibilities with all members of the road production team.
- Plan and facilitate production team meetings to address concerns, provide motivation, plan team goals and strategize how to successfully meet work objectives.
- In coordination with office production team members and the show and technical managers, make final decisions to maintain the vision and quality of the show.
- Manage the on-the-road Production budget, and the inventory management plan for all UWP assets.
- Participate in PR Team briefings as needed.
- Work with the Artistic Director to manage, update and maintain scripts for different rundowns, and languages.
- With the Production Team, direct and maintain the artistic vision and the performance and technical qualities of the UWP show.
- Oversee, and facilitate when necessary, workshops, rehearsals and feedback for show development.
- Work with Tour Managers and the production team to ensure the successful involvement of community members in the show.
- In collaboration with the road and office production teams, ensure the overall success of the UWP show through planning, execution, and follow-up reporting for all artistic and technical aspects, including new elements and country/regional transitions.
- 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.
- Oversee and develop the creative and technical potential of all participants and educate them through UWP

- performing arts workshops.
- Perform in the show with superior skill and professionalism; or provide direct technical expertise as needed.

**Qualifications:**

- Significant experience and/or education in the performing arts.
- Significant experience with directing and rehearsal planning/facilitation.
- Significant experience in multiple performance and/or technical production disciplines
- Ability to lift 50 pounds / 23 kilograms.
- Experience with budget management.
- 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](mailto: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).