

Up with People Road Staff Position Description

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



Core Responsibilities:

The Show Manager oversees and manages all artistic aspects of the Up with People (UWP) musical production. Working closely with the Production Manager and Technical Manager, they plan ahead to adapt the UWP show to each venue and region. They mentor and collaborate with team members to guide UWP participants in their understanding of and skills development for performing in the UWP show. With the expectation of maintaining artistic integrity and a standard of excellence for each performance, they manage all aspects of workshops, rehearsals, and shows, as well as the proper set-up, maintenance, inventory, load-out of all UWP costumes and props. They also serve as a primary in either dance, vocals, or band, depending on background and expertise.

The Show 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:

- Plan and facilitate show team meetings to address concerns, provide motivation, plan team goals and strategize how to successfully meet work objectives.
- Manage, guide, mentor and share responsibilities with all members of the show team.
- With the Show Team, create and manage a plan for all workshops and rehearsals during the tour, considering various performance venues, student development, and country/regional transitions.
- Run rehearsals as directed by the Production Manager, and in collaboration with the overall production team.
- Perform in the show with superior skill and professionalism for all public performances throughout the tour.
- Along with the Technical Manager, ensure all backstage areas and passageways provide safe egress according to venue rules and local regulations while also creating a clean, professional audience experience.
- Coordinate with the Technical Manager and trained cast staff to help manage the backstage area during each performance, ensuring cast readiness, technical troubleshooting, timely and accurate execution of the show.
- Keeping the budget in mind, develop and maintain an accurate inventory management system and maintenance plan for all UWP costumes and props.
- Participate in PR Team briefings as needed.
- With the Technical Manager, provide input to the Production Manager so they can make informed decisions in order to maintain the overall artistic vision and quality of the Up with People show.
- With the Production Team, maintain the artistic vision and performance quality of the UWP show.
- Work with the Production Manager and the entire 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 workshops, rehearsals and performance feedback, including new elements and country 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.

Qualifications:

- Significant experience and/or education in the performing arts.
- Significant experience with directing and rehearsal planning/facilitation.
- Experience in touring with a live musical production.
- 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.
- Strong verbal and written English skills
- Experience in high intensity work environment
- Great public speaking skills
- Ability to maintain confidentiality and exercise discretion
- Experience with event management
- Successful experience in crisis management
- Successful experience in conflict resolution
- History of demonstrating solution-based approaches while maintaining a positive outlook to tough situations
- A model of exemplary ethics

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).