

Up with People Staging Staff Position Description

Title: Technical Assistant
Reports to: Technical Director
Department: Production
Starting Date: January or July



Core Responsibilities:

The Technical Assistant works closely with the Technical Director, technical team, and the rest of the production staff to help train new participants and prepare equipment for the Up with People (UWP) show. They assist with the preparation, inventory and maintenance of all UWP technical equipment while also helping teach and mentor participants in their understanding of and skills development for technical theatre.

Specialized Responsibilities:

- Working alongside the rest of the performing arts team to teach all aspects of the UWP show to new participants during the staging and orientation period.
- Assist the technical operations department with implementing any new elements or design changes.
- Assist with the overall cleaning, maintenance, repair, and preparation of all technical equipment.
- Assist with updating and creating detailed inventories of all UWP equipment and assets.
- Assist the technical team by helping teach and participating in technical workshops, set-up and strike.
- Assist with any technical or warehouse needs during staging.
- Assist with all production-related events, including opening session, culture jam, dress rehearsal, and any other local performance during staging.
- Assist with training the technical crew assistants during tech week.
- Support with costume needs during staging.
- Other duties as assigned.

Qualifications:

- Training or education in technical theater or a related field
- Ability to execute basic skills in carpentry, electrical, and/or painting.
- Strong self-starter, with good time management and follow-through skills.
- Ability to work successfully with people in diverse and international team environments.
- Ability to manage ambiguous situations and openness to new and complex circumstances.
- Highly reliable with the ability to work under tight deadlines and to effectively manage multiple projects simultaneously.
- Strong verbal and written English skills to be able to effectively present information to an international audience of fellow staff, participants and the general public.
- Strong organizational, project management and planning skills.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.
- Second language skills highly desired.
- Ability to maintain confidentiality and exercise discretion.
- Experience in crisis management.
- Experience in conflict resolution.
- 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.
- Round trip transportation (up to a specified limit) from your home airport to Denver and workday 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. 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).