

## Up with People Road Staff Position Description

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



### Core Responsibilities:

The Technical Manager oversees and manages all technical aspects of the Up with People (UWP) musical production. Working closely with Production Manager and Show 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 technical theatre. With the expectation of maintaining artistic integrity and a standard of excellence for each performance, they manage the safe, efficient load-in and set-up of technical equipment, and the proper maintenance, inventory, and load-out of all UWP assets. This position also serves as the primary technician for sound, lights, graphics, or band, depending on background and expertise.

The Technical 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 technical team meetings to address concerns, provide motivation, plan team goals and strategize how to successfully meet work objectives.
- With the Technical Team, create and manage a plan for set-up, strike and equipment maintenance during the tour, considering various performance venues, production needs, and country/regional transitions.
- Create and adapt a riser placement plan for each venue to ensure safety and room for backstage movement while accommodating as many performers as possible.
- Along with the entire technical team and Show Manager, ensure all backstage and front-of-house areas provide safe egress according to venue rules and local regulations while also creating a clean, professional audience experience.
- Keeping the budget in mind, develop and maintain an accurate inventory management system for all UWP assets, including technical equipment and all department road cases and materials.
- With the Show 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.
- In collaboration with the Production Team, ensure the overall success of the UWP show through training, equipment troubleshooting, and proper execution of cues for each rehearsal/performance.
- Participate in PR Team briefings as needed.
- Ensure the technical rider for each community and all technical requirements are met for each show.
- Manage relationships with local vendors for any venue-provided and/or rented technical equipment.
- 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, manage and 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.
- Manage the 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, and the PR Team, ensure onsite venue checks take place before each performance, post-show technical reports are filed in a timely manner, and good planning and communication occurs for new show elements and 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.

**Qualifications:**

- Significant experience in technical theatre
- Significant experience with multiple technical disciplines (sound, lights, graphics, or band)
- Experience leading the set-up and tear-down of stage and sound equipment.
- Ability to lift 50 pounds / 23 kilograms.
- Experience with budget management.
- 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.
- 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).