

## Up with People Staging Staff Position Description

**Title:** Vocal Assistant  
**Reports to:** Music Director  
**Department:** Production  
**Starting Date:** January or July



### Core Responsibilities:

The Vocal Assistant works closely with the Music Director and the rest of the production staff to help train new participants in all aspects of vocal music for the Up with People (UWP) show. Specifically, they assist with workshops for students with vocal solo potential, and assist with cast vocals, microphone group workshops and cast blocking. They will oversee and help facilitate workshops while developing the overall quality of the show.

### 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.
- Teach vocal solos and cast vocals during staging.
- Assist with full cast rehearsals, microphone group workshops, and cast blocking.
- May be asked to lead rehearsals and workshops.
- Perform in the dress rehearsal, as needed.
- Assist with costume cleaning, maintenance, and repair, as needed.
- As needed, perform in production-related events, including opening session, culture jam, dress rehearsal, and any other local performance during staging.
- Other duties as assigned.

### Qualifications:

- Ability to read music.
- Experience with teaching/coaching vocal music.
- Training or education in live musical production.
- Experience as a performer in live musical productions.
- Keyboard 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](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).