

## **Up with People Road Staff Position Description**

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



### **Core Responsibilities:**

The Vocal Instructor manages all aspects of vocal musical production while helping to oversee all performance components of the Up with People (UWP) show. They help manage music selection while helping to develop, teach and mentor UWP participants in their vocal performance skills and overall understanding of theatre. With the expectation of maintaining artistic integrity and a standard of excellence for each performance, they oversee and facilitate vocal workshops and rehearsals while helping develop the overall quality of the show.

The Vocal Instructor 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:**

- Manage and maintain all vocal music elements of the UWP show, including solo and ensemble vocal performance and support for the overall sound design to create artistically pleasing performances.
- Facilitate the training and preparation of participants for using music as a method of cultural exchange to ensure a quality experience for all constituents.
- Perform and be able to teach all vocal parts in the Up with People production.
- Perform in the show with superior skill and professionalism.
- Under guidance of the Music Director, and in collaboration with the Band Leader and Sound Technician, ensure the sound quality of each performance is kept to a standard of excellence throughout the tour.
- Help develop and maintain an accurate inventory management system and maintenance plan for all UWP costumes or props, as assigned.
- With the Production Team, maintain the artistic vision and performance quality of the UWP show.
- In collaboration with the Production Team, help to plan/run workshops, rehearsals and review performances.
- Work with the show 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.
- Help guide and develop the creative and technical potential of all participants and educate them through UWP performing arts workshops.

- Guide/Coach interns throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.

**Qualifications:**

- Significant experience with teaching vocal music.
- Significant experience with directing and rehearsal planning/facilitation.
- Keyboard skills sufficient to teach vocal music.
- Experience performing in a live musical production.
- 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).**