



**POSITION TITLE:** Program Manager, India

**DEPARTMENT:** Tours

**REPORTS TO:** Chief Operating Officer

**LOCATION:** India

**POSITION SUMMARY:**

The Program Manager is responsible for four primary areas:

- Confirmation & development of cities that will be locations on the tour for a Cast of Up with People's Voices Program
- Recruit, hire and manage Ambassador Team members to do advance work in each of the locations identified for the tour
- Source tour funding, partnership and sponsorship development
- Recruitment/admissions coordination for cast in the region

A Program Manager for Up with People (UWP) is a multifaceted role requiring organizational, interpersonal, and logistical skills.

**ESSENTIAL JOB FUNCTIONS:**

Voices Tour:

- Proper research, selection & development of potential partners in desired cities
- Develop potential partners through virtual and in person interaction
- Communicate UWP program elements to various organizations and community partners to support UWP for a successful partnership
- Discuss and facilitate detailed agreements with partners, sponsors and other support organizations indicating all required obligations
- Create itinerary for tour schedules in specific regions
- Identify and recommend performance venues and negotiate use for the Voices performance
- Continuous communication with partners, sponsors and community organizations prior to and during cast visit
- Assist UWP with any necessary immigration documents when needed for international staff & participants



#### Admissions:

- Identify potential organizations with age appropriate youth to become future UWP participants
- Provide information via in person and website resources pertaining to the available UWP programs for future UWP participants and their parents, support network, etc.
- Coordinate meetings with UWP Admissions Representative for an interview and to facilitate onboarding process
- Follow up with accepted participants as they navigate the admissions process, including assisting with all necessary documentation and payment process inquiries
- Facilitate presentations about UWP Program at appropriate locations and events

#### Ambassadors' Advance Teams:

- Recruit, interview & hire Ambassadors (2 per city)
- Facilitate training utilizing UWP resources
- Formulate 2 person advance teams, balancing team individuals for strengths & anticipated location requirements
- Weekly check-ins reviewing status check list, coordinated with Operations Lead from cast
- Confirm all needs of Advance Team Ambassadors are provided by partners prior and during visit
- Facilitate completion and approval of city report documents with Team members and Operations Lead

#### Sales

- Research, select and proactively obtain potential sponsors (local & regional) to support UWP's visit to specific regions or country

#### **RESPONSIBILITIES**

- Determine the itinerary of the tour while finalizing all agreements needed with partnering organizations. Up with People's Voices program includes cultural exchange and social service opportunities in each community, culminating with a festival & performance. Research and identify potential cultural experiences unique to the region and those best suited for the needs of the organization



- Create a budget of total expenses of the tour, including transportation, accommodation, meals, activities, gifts in kind and other available revenue including those from sponsorships to support UWP in a region
- Develop in conjunction with marketing/communications team partnership/sponsorship materials that clearly articulate the tour's objectives and benefits to communities, partners & sponsors
- Secure additional partnerships with local organizations, businesses and cultural organizations as they become available
- In conjunction with partners, promote the tour within the community to create as much interaction as possible
- Assist marketing department to maintain an active online presence on tour activities
- Provide a comprehensive report that includes the tour's impact and outcomes

#### **QUALIFICATIONS:**

- Bachelor's Degree, preferably in Communication, Event Management, Organizational Management, Marketing, etc.
- Entrepreneurial leadership spirit with astute management skills and the ability to foster a collaborative and positive environment with diverse populations
- Sales experience
- Fluent in local language(s) in the region and English to communicate internally with the UWP team

#### **SKILLS**

- The Program Manager must be highly organized, capable of managing complex schedules, and tracking numerous details
- Strong relationship building and project management skills with a strategic and creative thought process utilizing strong written & oral communication skills
- Adaptability, the touring environment is unpredictable and frequent last minute changes need to be facilitated
- Negotiating skills
- Managing budget and expenses is essential. You should be able to stick to financial constraints, while still delivering a successful tour
- Leading and motivating your team is crucial



## **ABOUT UP WITH PEOPLE**

Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers an educational curriculum, mentorship, a capstone project, community festival, and cultural immersion.

*Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.*