



**Camp Up with People**  
**Staff Position Description**

**Title:** Production Manager  
**Reports to:** Camp Director  
**Starting Date:** June 26, 2011

**Core Responsibilities:**

The Production Manager oversees and manages all Performing Arts aspects of Camp Up with People, while providing exemplary skill and talent, including the teaching, coordination, development and growth of all Camp UWP campers. They will be responsible for directing and overseeing artistic vision and developing superior quality of the show. They will also oversee and help facilitate workshops while supervising and mentoring team members. The Production Manager must be able to:

- Act as a coach, role model and mentor in the campers' 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 campers.
- Attend to camper needs, counseling and feedback.
- Work with all camp staff to ensure the successful implementation of the entire Camp UWP program by participating in a variety of program components.

**Specialized Responsibilities:**

- With the Production Team, direct and maintain the artistic vision and quality of the Camp UWP Show and enhancement of Camp Horizons Performing Arts program.
- Work with Camp Director to make final decisions in coordination with appropriate UWP Performing Arts Department for the overall artistic vision and quality of the Camp UWP Show.
- Oversee the Performing Arts Team and supervise and mentor team members.
- Facilitate Performing Arts Team department meetings to address issues, motivate, plan department goals and strategize how to successfully meet objectives.
- Perform in the show with superior skill and professionalism.
- Oversee the nurturing and inspiration of the creative potential of all participants and educate them through the Camp UWP Performing Arts Curriculum.
- Work with, guide, mentor and share responsibilities with the Production Team.
- In collaboration with the Management Team, ensure the safety of the campers.
- In collaboration with the Management Team, hold staff and campers accountable to the Camp UWP Policies and Guidelines.
- In collaboration with the Management Team, ensure effective and timely implementation of the daily schedule.
- In collaboration with the Management Team, monitor and address issues of group dynamics within the cast.
- Assist the Camp Director with addressing cast needs and concerns as they arise.

**Qualifications:**

- Significant experience in the Performing Arts field.
- Significant experience with directing, rehearsal planning/facilitation.
- Ability to manage ambiguous situations and openness to new and complex circumstances.

- Ability to work successfully with people in diverse and international team environments.
- Highly reliable and able to balance a broad perspective as well as attention to detail.
- Have a level of verbal and written English skills to be able to effectively correspond as well as present information to an international audience of fellow staff, campers and the general public.
- Direct supervisory experience.
- Strong organizational skills.
- Experience in the facilitation of experiential education programs for young people.
- Lived or worked in a foreign country.
- Basic skills and knowledge to work with Microsoft Windows software (Word, Excel, Power Point and Outlook).
- Second language skills highly desired.

Notes:

- A valid driver's license and be willing to drive.
- This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
- Employees will be appraised on an ongoing basis and held accountable for all job duties.

**Application Procedure:**

**To apply for this position, please download and complete an [Application](#), and scan and e-mail to: [Contact@CampUpwithPeople.org](mailto:Contact@CampUpwithPeople.org) or Fax to: 540-896-5455. In the "Subject" line put your name and the position for which you're applying. Applicants will be reviewed beginning December 15, 2010.**

**Camp Up with People is an Equal Opportunity Employer**