

*The*  
**HANOVER THEATRE**  
*for the Performing Arts*

EMPLOYER: The Hanover Theatre for the Performing Arts

TITLE: Assistant Stage Manager for Teen Youth Summer Program (ages 13-18)

DESCRIPTION: Each summer, The Hanover Theatre runs Youth Summer Programs for students ages 6-18. Our teen program, now in its 9th year, offers students, ages 13-18, daily morning classes focusing on music, drama and dance as well as afternoon rehearsals for a final production. Two sessions will be offered. Students will present three performances of a full-scale Broadway musical at the end of each session.

DAY TO DAY TASKS:

- Active involvement with children, ages 13-18
- Responsible for daily attendance and check-in
- Production-related errands
- Facilitate communication between the stage manager and actors
- Coordinate complex scene changes and quick changes
- Collaborate with the stage manager on various aspects of the production
- Ensure safety of set changes and prepare the stage for a performance (mop, sweep, etc.)
- Coordinate the props table and design props as needed
- Assist in the coordination and return of rentals and purchases for the production
- General help with the day to day activities of the Youth Summer Program

REQUIRED COMMITMENT:

- Monday-Friday 8:00am - 4pm  
Session I: July 10<sup>th</sup> - July 29<sup>th</sup>  
Session II: July 31<sup>st</sup> - August 19<sup>th</sup>
- Performances: Session I: Friday, July 28<sup>th</sup> at 7pm & Saturday, July 29<sup>th</sup> at 1pm & 7pm  
Session II: Friday, August 18<sup>th</sup> at 7pm & Saturday, August 19<sup>th</sup> at 1pm & 7pm

REQUIRED ATTRIBUTES:

- Must be pursuing a degree in the performing arts, or related field
- Strong interest in performing arts
- Previous experience in stage and/or production management
- Excellent communication skills (face-to-face and telephone)
- Proven self-starter and desire to take initiative
- Ability to prioritize and manage multiple responsibilities
- Confident personality with the motivation to achieve results
- Strong attention to detail
- Punctual and dependable
- Reliable Transportation (parking will be provided)
- Must be 19+

To apply for this internship, please email a cover letter and resume to:

Meghan Montaner  
Director of Education  
[internship@thehanovertheatre.org](mailto:internship@thehanovertheatre.org)

*Broadway, Music & More!*