

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

EMPLOYER: The Hanover Theatre for the Performing Arts

TITLE: Assistant Stage Manager for Youth Summer Program (ages 9-18)

DESCRIPTION: Each summer, The Hanover Theatre runs Youth Summer Programs for students ages 6-18. Our teen program, now in its 10th 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. Our Pre-Teen session, now in its 3<sup>rd</sup> year, overlaps the teen program and will produce a Broadway Jr. production in two weeks utilizing the same set, props, etc.

**DAY TO DAY TASKS:**

- Active involvement with children, ages 9-18
- 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
- Communication between the Teen and Pre-Teen creative teams
- Communication between the PreTeen director and production team
- This position may step into the Stage Manager role for the Pre-Teen production

**REQUIRED COMMITMENT:**

- Daily: Teen Session 1: July 9<sup>th</sup> – July 28<sup>th</sup> (Monday-Friday 8:00am - 4pm\*)  
Teen Session 2: July 30<sup>th</sup> – August 18<sup>th</sup> (Monday-Friday 8:00am - 4pm\*)  
Pre-Teen Session: July 30<sup>th</sup> – August 11<sup>th</sup> (Monday-Friday 7:30am-3:30pm\*)
- Performances: Teen: July 27 at 7pm & 28 at 2pm & 7pm, August 17 at 7pm & 18 at 2pm & 7pm  
Pre-Teen: August 11th at 2pm & 6pm
- Strike: Evening of August 19<sup>th</sup> following the final performance.

\*Some hours may vary during tech week

**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

The Hanover Theatre for the Performing Arts  
2 Southbridge Street

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

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