

# HANOVER THEATRE & CONSERVATORY

EMPLOYER: The Hanover Theatre and Conservatory for the Performing Arts

TITLE: Acting Assistant for Pre-Teen Youth Summer Program (Ages 9-12)

DESCRIPTION: Each summer, The Hanover Theatre runs Youth Summer Programs for students ages 6-18. The pre-teen program introduces students, ages 9-12, to the joys of participating in a show. Students work with a director/choreographer and music director over the course of three weeks to present a junior production of a Broadway show. Broadway Junior musicals are condensed, author-approved versions of classic musicals, custom-tailored to the needs of young people. The music is written in keys that are appropriate for developing voices. Students will attend daily classes where material from the show will be used to teach them skills in areas of music, drama and dance. All classes are taught by master teaching artists. A 60-minute Broadway Junior performance on The Hanover Theatre's mainstage will be presented at the end of the program.

## DAY TO DAY TASKS:

- Active involvement with children, ages 9-12
- Caring for children's needs
- Assisting with drop-off and pick-up
- Assisting with acting lessons
- Developing acting lessons
- Recording blocking, notes, etc.
- Assisting backstage during the production
- Collaborating with the director on various aspects of the production
- Possible scenic or prop construction
- General help with the day to day activities of the Youth Summer Program

## REQUIRED COMMITMENT:

- Monday-Friday 7:30am – 3:30pm (additional hours will be required during tech week)  
Pre-Teen Session: July 24<sup>th</sup> - August 12<sup>th</sup>, 2023
- Performances: Saturday, August 12<sup>th</sup> at 2pm & 6pm
- Strike: Saturday, August 12<sup>th</sup> following the final performance

## REQUIRED ATTRIBUTES:

- Must be pursuing a degree in the performing arts, or related field
- Strong interest in performing arts and arts education, specifically with middle school aged children
- Previous experience and training in acting
- Excellent communication skills (comfortable with public speaking)
- 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 by **March 31st**:

Meghan Montaner  
President, Conservatory & Education Division  
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