

HANOVER THEATRE & CONSERVATORY

EMPLOYER: The Hanover Theatre and Conservatory for the Performing Arts

TITLE: Assistant Stage Manager 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
- 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
- Facilitate communication between the Teen and Pre-Teen creative teams

REQUIRED COMMITMENT:

- Daily: Pre-Teen Session: July 24th – August 12th, 2023 (Monday-Friday 7:30am-3:30pm*)
 - Performances: Pre-Teen: August 12th at 2pm & 6pm
 - Strike: TBD
- *Additional hours will be required during tech week**

REQUIRED ATTRIBUTES:

- 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 by **March 31st** to:

Meghan Montaner
President, Conservatory & Education Division
education@thehanovertheatre.org
T: 508.471.1793

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