

HANOVER THEATRE & CONSERVATORY

EMPLOYER: The Hanover Theatre and Conservatory 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 15th 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
- Facilitate communication between the Teen and Pre-Teen creative teams

REQUIRED COMMITMENT:

- Daily: Teen Session 1: July 10th – July 29th, 2023 (Monday-Friday 8am - 4pm*)
Teen Session 2: July 31st – August 19th, 2023 (Monday-Friday 8am - 4pm*)
 - Performances: Teen: July 28th at 7pm & 29th at 2pm & 7pm, August 18th at 7pm & 19th at 2pm & 7pm
 - 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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