

# HANOVER THEATRE & CONSERVATORY

EMPLOYER: The Hanover Theatre and Conservatory 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 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 overlaps the teen program and will produce a Broadway Jr. production in three 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
- 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
- This position may step into the Stage Manager role for the Pre-Teen production

## REQUIRED COMMITMENT:

- **Teen Session 1: July 8 – July 27, 2024**
    - Monday-Friday 8am - 5pm\*
    - Performances: July 26 at 7pm & July 27 at 2pm & 7pm
  - **Pre-Teen Session: July 22 – August 10, 2024**
    - Monday-Friday 7:30am-3:30pm\*
    - Performances: August 10 at 2pm and 6pm
  - **Teen Session 2: July 29 – August 17, 2024**
    - Monday-Friday 8am - 5pm\*
    - Performances: August 16 at 7pm & August 17 at 2pm & 7pm
  - Strike: Monday, August 19, 2024
- \*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 1st** to:

Meghan Montaner  
President, Conservatory & Education Division  
[education@thehanovertheatre.org](mailto:education@thehanovertheatre.org)  
T: 508.471.1793

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