On Monday, June 1, 2020, Des Moines Performing Arts will host the Iowa High School Musical Theater Awards Showcase at the Des Moines Civic Center. A select number of high school students will receive the honor of serving as an Assistant Stage Manager for the event.

**SCOPE**
Student assistant stage managers will have a variety of important duties and unique opportunities, including but not limited to:

- Assisting in the execution of the tech and dress rehearsal schedule
- Assisting with performer lineup and backstage traffic flow for performers
- Assisting in building the Stage Manager call book
- Being backstage at the Des Moines Civic Center during the event
- Listening on headset to the Stage Manager call cues during the Awards Showcase event

**ELIGIBILITY**
Students are eligible to apply for the Assistant Stage Manager program if they meet the following criteria:

1. Served as Stage Manager or Assistant Stage Manager for their school musical production during the 2019-2020 school year.

2. Are available for orientation, rehearsals and the Awards Showcase event held between Thursday, May 28 and Monday, June 1. (Full schedule below.)

**SCHEDULE/TIME COMMITMENT**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 28, 2020</td>
<td>12:30 – 3:45 PM*</td>
<td>Orientation with Production Stage Manager Janet Albanese</td>
</tr>
<tr>
<td>Friday, May 29, 2020</td>
<td>1 – 8 PM*</td>
<td>Tech Rehearsals with Featured Schools</td>
</tr>
<tr>
<td>Saturday, May 30, 2020</td>
<td>12:15 – 7 PM*</td>
<td>Tech Rehearsals with Featured Schools</td>
</tr>
<tr>
<td>Sunday, May 31, 2020</td>
<td>10:30 AM – 6:30 PM*</td>
<td>Triple Threat Award Program Day (Lunch provided; likely divided into half day shifts)</td>
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<tr>
<td>Monday, June 1, 2020</td>
<td>9:45 AM – 10 PM*</td>
<td>Dress Rehearsal and Awards Showcase event (Lunch and Dinner provided)</td>
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</tbody>
</table>

*Exact times subject to change*
2020 ASSISTANT STAGE MANAGER PROGRAM
OVERVIEW AND REQUIREMENTS

ASSISTANT STAGE MANAGER PROGRAM, cont.

OVERNIGHT ACCOMMODATIONS
Students who live more than 60 miles from Des Moines may request assistance with overnight accommodations for the evenings of May 28 – May 31. We hope these accommodations will remove a barrier that might otherwise prohibit your student’s ability to participate. Students interested in overnight accommodations will be able to request more information on their application form.

APPLICATION
For the application, students should submit by 4 PM on Monday, April 20:

- Online Application Form (APPLICATION FORM)
- One-page statement on why you wish to serve as an Assistant Stage Manager for the Iowa High School Musical Theater Awards Showcase.
- Letter of Recommendation from director or other adult knowledgeable of the student’s contributions to the school’s musical production.

SELECTION PROCESS
Due to the vital role the Assistant Stage Managers will play in the success of the Awards Showcase event, applications will undergo a selective screening process. Final candidates will also take part in a phone interview with Stage Manager Janet Albanese. Phone interviews will be held on April 23-24, 2020. Students will be asked to list their availability for an interview time when they submit their application. Final candidates will receive their confirmed interview time via email by end of day on Wednesday, April 22.

QUESTIONS?
Please contact showcase@DMPA.org or call Sarah Florian, Education Program Coordinator – Engagement, at 515-246-2358.