



2023 ASSISTANT STAGE MANAGER PROGRAM OVERVIEW AND REQUIREMENTS

ASSISTANT STAGE MANAGER TRACK

On Thursday, June 1, 2023, 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 2022-2023 school year.
2. Are available for orientation, rehearsals and the Awards Showcase event held between Thursday, May 25 and Thursday, June 1. (Full schedule below.)

SCHEDULE/TIME COMMITMENT

Thursday, May 25, 2023 9 AM - 12 PM*	Orientation with Production Stage Manager Janet Albanese
Tuesday, May 30, 2023 12:30 – 8 PM*	Tech Rehearsals with Featured Schools (Dinner provided)
Wednesday, May 31, 2023 12:30 – 8 PM*	Tech Rehearsals with Featured Schools (Dinner provided)
Thursday, June 1, 2023 9:30 AM – 10 PM*	Dress Rehearsal and Awards Showcase event (Lunch and Dinner provided)

*Exact times subject to change





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ASSISTANT STAGE MANAGER TRACK, cont.

OVERNIGHT ACCOMMODATIONS

Students who live more than 60 miles from Des Moines may request assistance with overnight accommodations during the window of program activity. 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, May 1:

- 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 virtual interview with Stage Manager Janet Albanese. Phone interviews will be held on May 4-5, 2023. Students will be asked to list their availability for an interview time when they submit their application. Interviews will last approximately 15-20 minutes.

Final candidates will receive their confirmed interview time via email by end of day on Monday, May 8, 2023.

QUESTIONS?

Please contact showcase@dmpa.org or call Jason Dernay, Education Program Specialist – IHSMTA, at 515-246-2359.