



## 2025 ASSISTANT STAGE MANAGER PROGRAM OVERVIEW AND REQUIREMENTS

### ASSISTANT STAGE MANAGER TRACK

On Thursday, May 29, 2025, 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 2024-2025 school year.
2. Are available for orientation, rehearsals and the Awards Showcase event held between Tuesday, May 20 and Thursday, May 29. (Full schedule below.)

#### SCHEDULE/TIME COMMITMENT

|   |   |
|---|---|
| <b>Tuesday, May 20, 2025</b><br>9AM - Noon*       | <b>Orientation with Production Stage Manager Janet Albanese</b>                 |
| <b>Tuesday, May 27, 2025</b><br>12:30 – 8 PM*     | <b>Tech Rehearsals with Featured Schools</b><br>(Dinner provided)               |
| <b>Wednesday, May 28, 2025</b><br>12:30 – 8 PM*   | <b>Tech Rehearsals with Featured Schools</b><br>(Dinner provided)               |
| <b>Thursday, May 28, 2025</b><br>8:00 AM – 10 PM* | <b>Dress Rehearsal and Awards Showcase event</b><br>(Lunch and Dinner provided) |

\*Exact times subject to change





## **2025 ASSISTANT STAGE MANAGER PROGRAM OVERVIEW AND REQUIREMENTS**

### **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.

#### **APPLICATION**

For the application, students should submit by 4 PM on Monday, April 28:

- Online Application Form (<https://ihsmta.awardsplatform.com/>)
  - Click Enter under "Showcase"
  - Choose the drop down "ASM Application."
  - Create an account – Students should create their own account if able.
- 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 1-2, 2025. 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 Wednesday, April 30, 2025.

#### **QUESTIONS?**

Please contact [ihsmta@dmpa.org](mailto:ihsmta@dmpa.org) or call Maddie Nau, Education Program Specialist – IHSMTA, at 515-246-2359.