1 | POSITION OVERVIEW

**Length of position**

**Full-time Apprenticeship**
35-40 hours a week. Days off will vary per week, and working weekends is a requirement.

**Location**
Sonoma County – mobile role requires ability to drive and attend various meetings and activities as needed. Locations can include, but are not limited to the TTC office in Sonoma, Jack London State Park, and various other locations as needed.

2 | ABOUT THE COMPANY

The Transcendence Theatre Company, producers of the Broadway Under the Stars concerts that take place in the Winery Ruins at Jack London State Historic Park in Glen Ellen, CA, is looking for a thorough, collaborative and talented individual to join their team as a **Box Office Apprentice**.

This is a unique opportunity to join the Transcendence summer resident team of artists. Transcendence is a non-profit organization whose mission is to create extraordinary experiences that inspire all to cherish life and live it to the fullest. Through an innovative arts + parks partnership with the non-profit operator Jack London Park Partners, Transcendence has worked to bring live theater and cultural education programming into Jack London State Historic Park, while saving it from slated closure as result of state budget cuts.

For more information please visit: [www.BestNightEver.org](http://www.BestNightEver.org)

3 | JOB DESCRIPTION

**Principle Role**
The summer Box Office Apprentice will partner with the Box Office Manager and the Transcendence teams to ensure key and necessary elements of the overall box office operation are happening in a timely and appropriate manner to ensure successful shows and events.

**Responsibilities**
Under the primary supervision of the Box Office Manager, the Box Office Apprentice activities will include, but are not limited to the following tasks and abilities:

- Support Box Office Manager in areas as assigned to ensure excellent customer service to all internal and external clients.
- Assisting with data entry, order fulfillment and mailings.
- Facilitate/Promote selling of tickets to patrons by answering calls and emails quickly and efficiently.
- Assist with general office duties as needed.
- Assist at box office on day of Broadway Under the Stars events.
- Liaising with other departments for special events such as Transcendence Artist Series, Skits Under the Stars, and others.
4 | PROFILE OF IDEAL CANDIDATE

The selected apprentice will have interest in learning about and using:

- Spektrix, our ticketing system
- Cash management procedures and credit card solutions (such as Square).

The selected apprentice will also be:

- Highly organized, resourceful, detailed-oriented, and a quick learner.
- Able to prioritize workload and solve problems efficiently and quickly.
- Exceptional in guest and client service areas.
- Able to multi-task in a fast paced environment
- Familiar with Microsoft Word, Excel, and Google Docs.
- Highly energetic and positive with a “can-do” attitude.
- Aligned with our Company Core Values.
- Committed to the growth of diversity, inclusion, and equity within Transcendence.

5 | PROFESSIONAL DEVELOPMENT

Professional development is of the utmost priority for Transcendence’s Summer Apprentice Program. In addition to being essential to the operations of Transcendence’s summer season, apprentices will have the opportunity to be mentored by professionals in their fields. These mentors will provide invaluable information to further the careers of apprentices, and shape the minds of theater leaders of the future. In addition, apprentices will have various learning experiences and workshops led by Apprentice Director, Alejandro Senior. These workshops can include, but are not limited to: resume building, website building, interviewing, auditioning, networking, etc.

To apply, please email a cover letter, resume, and letter of recommendation to the Director of the Apprentice Program, Alejandro Senior at asenior@ttcsonoma.org.