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 Development 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

3 | JOB DESCRIPTION

Principle Role
The summer Development Apprentice will work closely alongside the Development Coordinator from the Transcendence Team to ensure key and necessary elements of the Development department are operating as needed.

Responsibilities
Under the primary supervision of the Development Coordinator, the Development Apprentice activities will include, but are not limited to the following tasks and abilities:

• Assist in data entry and administrative support for Transcendence’s donor base.
• Assist the Executive Director, the Executive Director’s Assistant, and the Development Coordinator in day-to-day tasks.
• Assist in the operations of all Transcendence events.
• Facilitate the functionality of Transcendence Volunteers (checking in volunteers at the park)
• Work with event producers to help carry out event procedures.
4 | PROFILE OF IDEAL CANDIDATE

The ideal 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
- Highly energetic and positive with a “can-do” attitude.
- Tech savvy and willing to learn the ins and outs of several softwares
- iPad familiarity
- 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.