

1 | POSITION OVERVIEW

Length of Position

May 23, 2022 - September 19, 2022. Fly in and and fly out dates may vary.

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 **Management 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 Management Theatre Apprentice will partner with the Company Manager as well as the House Manager and Executive Assistant to gain valuable experience while working in a professional and unique theatrical environment.

Responsibilities

The Management Apprentice assists the Transcendence team with projects and initiatives including but not limited to:

- Helps facilitate the needs of all Transcendence Events.
- Assists with managing front of house at Jack London State park during performances.
- Assists managing front of house at all Transcendence Events.
- Acts as an usher at all transcendence performances.
- Assist patrons with any needs at performances.
- Work with various production departments as needed
- Additional projects as assigned

- Assist the company manager to provide the needs of a cast on a production.
- Attend rehearsals occasionally to assist actors with any issues that may arise.
- Facilitate scheduling of COVID Protocols alongside the Company Manager.
- Help with planning of events with the Company Manager and Executive Assistant.
- Possible pre show picnic assignments
- Possible parking assistance

4 | PROFILE OF IDEAL CANDIDATE

The ideal apprentice for this position is:

- Highly organized, resourceful, detailed-oriented, and a quick learner.
- Outgoing and personable.
- Able to prioritize workload and solve problems efficiently and quickly.
- Highly energetic and positive with a “can-do” attitude.
- Aligned with Transcendence’s Company Core Values.
- Commit to the growth of Transcendence’s diversity, inclusion, and equity.

Valuable skills for this position are:

- Prior experience in house management and theatre producing preferred including:
 - Ushering
 - Managing front of house
 - Sorting programs
 - Company Management
- Excellent interpersonal, organizational, and communication skills (both written and verbal)
- Work comfortably and effectively in a diverse, collaborative environment
- Familiarity with basic fabrication techniques and shop safety requirements
- Strong interest in theatre and/or working for a nonprofit organization preferred
- Microsoft Office and Google Suite
- Event planning

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.