



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 **Marketing and Media 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 Marketing and Media Apprentice will partner with the Resident Marketing Associate and the Transcendence team to assist with marketing the 2022 season.

Responsibilities

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

- Marketing & Group sales
- Capturing Transcendence Events through use of photography and videography
- Managing, sorting, archiving and tagging all captured video footage, photographs, and sound files
- Assisting in the creation of promo videos, gala presentation videos and more
- Sifting through the photographs and video footage from current and past seasons for potential effective marketing assets
- Edit photos and videos in design software
- Follow a detailed branding esthetic in the creation of new Transcendence promo materials and

marketing strategies

- Administrative support
- Design work
- Spreadsheets
- Communicating with artists and supporters for marketing purposes
- Assisting with the production and facilitation of promotional opportunities
- Dropping off posters postcards and tickets to area businesses and other locations,
- Organizing materials for websites and media
- Documenting events throughout the summer

4 | PROFILE OF IDEAL CANDIDATE

The ideal Apprentice will also be:

- Highly organized, resourceful, detailed-oriented, and a quick learner
- Web and social media savvy
- Passionate about photography and videography.
- Be proficient with Microsoft Office
- Strong written and verbal communication skills
- 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.
- Aligned with our Company Core Values.
- Committed to the growth of diversity, inclusion, and equity within Transcendence.

Valuable skills for this position are (must know or be willing to learn):

- Computer Skills with programs such as Gmail, Google Drive, Microsoft Office and Dropbox
- Photography and Videography (or willingness to learn)
- Video Editing with Final Cut or a comparable program (preferred, but not critical)
- Image editing with Photoshop or a comparable program (preferred, but not critical)
- Social Media Platforms such as Facebook, Instagram, and Twitter
- Adobe illustrator, In Design, and Photoshop experience preferred
- HTML and website experience preferred (or willingness to learn)

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 aseni@ttcsonoma.org.