



DEVELOPMENT

1 | POSITION OVERVIEW

Length of position

May 25, 2023 - September 22, 2023. **Dates may vary and are subject to change.

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 Rohnert Park, Jack London State Historic Park, and various other locations as needed.

2 | ABOUT THE COMPANY

The Transcendence Theatre Company, producers of musical theatre reviews 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 Intern/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 theatre 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 Intern/Apprentice will work closely alongside the Development Coordinator 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 Intern/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 Operations Manager, and the Development Coordinator in day-to-day tasks.
- Assist in the operations of all Transcendence events.
- Facilitate the functionality of Transcendence Volunteers.
- Work with event producers to help carry out event procedures.



4 | PROFILE OF IDEAL CANDIDATE

The ideal apprentice should 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 multitask 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 Intern/Apprentice Program. In addition to being essential to the operations of Transcendence's summer season, Interns/Apprentices will have the opportunity to be mentored by professionals in their fields. These mentors will provide invaluable information to further the careers of Interns/Apprentices, and shape the minds of theatre leaders of the future. In addition, apprentices will have various learning experiences and workshops led by Apprentice Directors, Colin McAdoo and Maggie Simental. These workshops can include, but are not limited to: resume building, website building, interviewing, auditioning, networking, etc.

To apply, please complete our Application [HERE](#). If you have any additional questions or materials, please send them to Maggie Simental at msimental@ttcsonoma.org.