



# STAGE MANAGEMENT

## 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 **Stage Management 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](http://www.BestNightEver.org)

## 3 | JOB DESCRIPTION

### Principle Role

The summer Stage Management Intern/Apprentice will partner with an Production Stage Manager and the Assistant Stage Manager to gain valuable experience while working in a professional and unique theatrical environment.

### Responsibilities

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

- Assist Transcendence Theatre Company Stage Managers during both the rehearsal and performance process of all Transcendence Events.
- Work with various production departments as needed.
- Prepare and distribute paperwork..
- Additional projects as assigned.



#### **4 | PROFILE OF IDEAL CANDIDATE**

The ideal apprentice for this position is:

- Highly organized, resourceful, detailed-oriented, and a quick learner.
- 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.
- Committed to the growth of diversity, inclusion, and equity within Transcendence.

Valuable skills for this position are:

- Prior experience in Stage Managing preferred; some technical theatre background preferred.
- Excellent interpersonal, organizational, and communication skills (both written and verbal).
- Basic computer proficiency (Microsoft Office).
- Work comfortably and effectively in a diverse, collaborative environment.
- Strong interest in theatre and/or working for a nonprofit organization preferred.

#### **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 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](mailto:msimental@ttcsonoma.org).