

# BOX OFFICE

## 1 | POSITION OVERVIEW

### Length of position

May 2024 - September 2024. \*\*Dates may vary and are subject to change.

### Full-time Apprenticeship

30-40 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 may include, but are not limited to the TTC office in Rohnert Park, performance venue, and various other locations as needed.

## 2 | ABOUT THE COMPANY

The Transcendence Theatre Company, producers of musical theatre review concerts in Sonoma Valley, CA, is looking for a thorough, collaborative and talented individual to join their team as a **Box Office Intern or 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 community non-profit partners, Transcendence has worked to bring live theater and cultural education programming into Sonoma Valley.

For more information please visit: [www.BestNightEver.org](http://www.BestNightEver.org)

## 3 | JOB DESCRIPTION

### Principle Role

The summer Box Office Intern/Apprentice will partner with the Box Office Manager and the Transcendence teams to ensure key and necessary elements of the overall box office operation are happening in a timely and appropriate manner to ensure successful shows and events.

### Responsibilities

Under the primary supervision of the Box Office Manager, the Box Office Intern/Apprentice activities will include, but are not limited to the following tasks and abilities:

- Support Box Office Manager in areas as assigned to ensure excellent customer service to all internal and external clients.
- Assisting with data entry, order fulfillment, and mailings.
- Facilitate/Promote selling of tickets to patrons by answering calls and emails quickly and efficiently.
- Assist with general office duties as needed.
- Assist at box office on day of Broadway Under the Stars events.
- Liaising with other departments for special events such as Skits Under the Stars.



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

The selected Inter/Apprentice will have interest in learning about and using:

- Spektrix, our ticketing system
- Cash management procedures and credit card solutions (such as Square).

The selected Intern/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.
- Familiar with Microsoft Word, Excel, and Google Docs.
- 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.

#### **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, Interns/Apprentices will have various learning experiences and workshops led by Apprentice Directors, Colin McAdoo. 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).