



OPERATIONS

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 **Operations 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 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

3 | JOB DESCRIPTION

Principle Role

The summer Operations Intern/Apprentice will work closely alongside the Operations Manager and Company Manager from the Transcendence Team to ensure key and necessary elements of the operations of the company and gain valuable experience while working in a professional and unique theatrical environment.

Responsibilities

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

- Helps facilitate the needs of all Transcendence Events.
- Work with Operations Manager on 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 Operations Manager.



- Possible pre show picnic assignments.
- Possible parking assistance.

4 | PROFILE OF IDEAL CANDIDATE

The ideal apprentice will also be:

- 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.

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 Director, 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.