

BOX OFFICE/HOUSE MANAGEMENT

1 | POSITION OVERVIEW

Length of position

May 2025 - September 2025. **Dates may vary and are subject to change.

Part-Time Internship

20-30 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 Sonoma, 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 **House Management Intern**.

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 House Management Intern/Apprentice will partner with the House Manager and the Transcendence teams to ensure key and necessary elements of the overall house management operation are happening in a timely and appropriate manner to ensure successful shows and events.

Responsibilities

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

- Ensuring house is prepared and ready to open for performance
- Monitoring performance from back of house
- Monitoring post show clean up
- Maintaining chairs and house in between performances
 - Straightening chairs, reclipping, cleaning
- Communicating to ushers rules, safety, and procedures of the house
- Working with House Manager and Events to set up chairs during load in



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 Colin McAdoo | education@ttcsonoma.org