



MUSIC₁ | POSITION OVERVIEW

Length of position

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

Full-time Position

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 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 **Music Assistant**.

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

Principal Role

To support and enhance the day-to-day activities of the Music Department and the Transcendence music team. While this position falls within the purview of our educational Intern and Apprentice program, the Music Assistant is expected to already have some experience in the field.

Responsibilities

As the music industry becomes ever more stratified and competitive, employers are seeking candidates with a vast and strong skill set capable of effectively executing a wide variety of musical and non-musical tasks. Here at Transcendence, our goal is to expose the Music Assistant to an array of musical projects and provide guidance along the way. While each candidate will have a different skill set, we try to cater our education to their particular needs and interests, filling in knowledge gaps and extending the knowledge base with those skills already in possession. Specifically, we hope that the Music Assistant will actively engage in the following:

Musical tasks:

- Continue to develop skills in notation software, Finale or Sibelius
- Play along in rehearsals
- Become a stronger rehearsal accompanist
- Gain exposure to Mainstage and learn how to program within it



- Assist in the creation and maintenance of arrangements & orchestrations for all summer programming.
- Gain experience with music preparation (transcription, making parts, etc.)
- Attend and assist with band rehearsals with possibility of playing in Transcendence Band
- Lead and accompany Skits Under the Stars, Transcendence for All, Kids Camp, and more.
- Assist Guest Music Directors with teaching and coaching, as needed.

Non-musical tasks:

- Assist in the distribution of all music materials for cast rehearsals, band rehearsals, dress rehearsals and performances.
- Assist in the organization of electronic and physical copies of all music created and prepared throughout the season.
- Actively communicate with the music team with regard to deadlines, quality of work, season timelines and accompaniment requests.
- Administrative support.
- Assist in the delivery of music equipment to various locations.
- Participate in Pre-show picnic events.
- Attend production meetings, creative team meetings and various Transcendence gatherings throughout the summer, as necessary.

4 | PROFILE OF IDEAL CANDIDATE

The ideal Music Assistant should also be:

- Highly Proficient in piano accompaniment and rehearsal etiquette. Able to sight read musical theatre and pop/rock repertoire.
- Very organized and possess excellent communication skills.
- Knowledgeable with Dropbox, Google Docs, and all basic computer programs.
- Proficiency with Finale or Sibelius.
- Uncompromising standard for high quality music
- 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.

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](#) and kindly submit (2) videos of your piano playing (a musical theatre song and a pop/rock song) to

Colin McAdoo | education@ttcsonoma.org AND Matt Smart | msmart@ttcsonoma.org