

## TRANSCENDENCE THEATRE COMPANY IS HIRING!

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Thank you for your interest in a Contracted position with Transcendence Theatre Company.

Transcendence Theatre Company is a non-profit organization working to integrate arts and service in the community, deliver top quality performances, and create an enriching environment for all artists to explore and create in a healthy and sustainable environment.

We are passionate about delivering magical experiences on stage and off, and are looking for team members who want to use and develop their skills to contribute to the mission of our company: *Creating extraordinary experiences that inspire others to live their Best Life Ever and make a profound difference in the world.*

Our Core Values drive our company forward and members of our team are committed to living these values out in their daily lives. It is our goal to serve each other, the company, and the community through art and to make a difference in the lives of the people around us through our Transcendence Connects projects, community service, and education programs in addition to performances throughout the year. Learn more on our website at [www.TTCsonoma.org](http://www.TTCsonoma.org).

If that also describes you, we'd love to talk more about the career opportunities listed below.

### MERCHANDISE COORDINATOR

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#### POSITION MISSION

This member of the Transcendence team will work closely with the Sales Coordinator to supervise all merchandise sales on performance days.

All Team Members are expected to understand and embrace the 8 COMPANY CORE VALUES:

1. Go Beyond the Usual Limits
2. Create Transcendence Through Service
3. Commit to Your Own Great Health
4. Collaborate in a Spirit of Harmony Toward the Vision
5. Create a Culture of Discipline & Adventure
6. Communicate with Honest, Respect & Gratitude
7. Strive Always for Sustainability
8. Innovate and Trailblaze

- **Merchandise Contractor's primary responsibilities often encompass, but are not limited to, the following tasks:**
- a. Manages setting up and taking down concession and merchandise the day of performances
- b. Manages Concession volunteer team
- c. Manages transition of Merchandise and concessions from Beauty Lawn to Winery Ruins (when at Jack London State Park)
- d. Manages inventory for drink tickets and merchandise per performance
- e. Manages square credit card swappers for each performance (smart phones will be made accessible for concessions team)

- f. Responsible for training volunteers and staff
- g. Other duties as assigned by the Sales Coordinator

**IMPORTANT INFORMATION:**

- This is a contracted position which includes the following **required** days of work:  
June: 6th, 7th, 14th, 15th, 21st, 22nd, 23rd, 28th, 29th, 30th  
July: 19th, 20th  
August: 9th, 10th, 11th, 16th, 17th, 18th, 23rd, 24th, 25th  
September: 6th, 7th, 8th  
\*December: 6th, 7th, 8th, 14th, 15th  
\*Note: First three performances at Luther Burbank Center in Santa Rosa. Final two performances at Lincoln Theatre in Napa

This is a contracted position which does not offer benefits. The above dates are performance dates which are required, though there is a possibility for additional work days TBD.

**REQUIRED SKILLS:**

- Exceptional customer service and communication skills
- Ability to adhere to timelines and anticipate completion of tasks to ensure efficient operations from setup to closing down of merchandise booth
- POS proficiency and experience
- Ability to run sales totals and close out register
- Ability to supervise merchandise staff

**EDUCATION AND WORK EXPERIENCE:**

*Preferred but not required*

- 3-5+ years of retail sales and merchandising
- Experienced with leading/managing effective teams
- Associate's degree in sales, marketing, business, hospitality or other related field

Do you value working in a fun, innovative, and professional environment? Do you want to work with smart and creative individuals and have the opportunity to play a critical role in building a company that makes a difference in the world?

If you're thinking "that's me!" and you meet the requirements above, apply today!

[\*\*Click here to apply now!\*\*](#)