



Artistic Associate Job Description

The Artistic Associate assists in the planning, coordination, and execution of all Grand Teton Music Festival (GTMF) concerts and educational activities. This is a part-time year-round position starting at \$20 per hour, averaging 20 hours per week, and reporting to the Artistic Operations Manager.

Responsibilities

- Produce, administer, and record all contracts for guest artists and festival orchestra musicians.
- Arrange and produce detailed travel itineraries for guest artists including flight details, rehearsal times, performance schedules, and special events.
- Assist in fulfilling artist requirements detailed in riders, such as backstage catering and hospitality.
- Coordinate all ground transportation and/or rental vehicles for guest artists.
- Work with the Finance department to ensure all artist and musician payments are dispersed accurately and on time.
- Maintain the Artistic Operations database and department files, including all information related to guest artists, festival orchestra musicians, and festival performance history.
- Coordinate CD sales and signing for guest artists, including arranging CD shipments, tracking sales, petty cash management, and assisting with artist/patron interaction.
- Provide production assistance for all concerts and events at Walk Festival Hall and other venues.
- Produce and manage postings for production schedules, rehearsal orders, orchestra rosters, and seating charts.
- Create, edit, and proof all artistic content and performance information for the annual program book.
- Assist in management of all education programs such as Tune Up, StringFest, and the GTMF scholarship.
- Develop and implement new educational initiatives in conjunction with the Education, Lifelong Learning, & Community Outreach committee.
- Other duties and responsibilities as assigned.

Requirements

- Possess exemplary interpersonal and customer service skills; managing interaction with artists, musicians, and agents in a courteous and professional manner.
- Be able to multitask and maintain effectiveness during times of stress and intense time pressure.
- Excellent writing skills and a functional knowledge of Microsoft office suite. Experience with Filemaker or other database software a plus.
- Familiarity with classical music and standard orchestral practices preferred. A general love for the arts and a good sense of humor required.
- Because of the event-oriented nature of the work, flexibility in scheduling is essential with regular evening and weekend hours to be expected during the summer season.

Application

To apply for this position, please email a resume and letter of interest to Marty Camino, Artistic Operations Manager, at marty@gtmf.org. No phone calls please.