



Production Assistant Job Description

The Production Assistant is an integral member of the Artistic Operations team at the Grand Teton Music Festival (GTMF), a 7-week classical music festival presenting nearly 60 events over the summer in stunning Jackson Hole, Wyoming. This full-time seasonal position works to fulfill a wide range of operational and production-support tasks essential to making GTMF an exhilarating musical experience for all participating artists, musicians, and patrons.

Responsibilities

- Assist in production planning and execution for all events at Walk Festival Hall and other venues.
- Ensure Walk Festival Hall and other facilities are prepared for musician and patron occupancy, including backstage, dressing rooms, front-of-house, and all public areas.
- Coordinate all ground transportation and rental vehicles for guest soloists and VIP artists.
- Oversee travel itineraries for guest artists including flight details, rehearsal times, performance schedules, and other special events.
- Coordinate CD and merchandise sales for guest artists, including arranging shipments, recording sales, petty cash management, and facilitation of artist CD signings.
- Serve as primary contact for delivery and setup of equipment from outside vendors such as A/V production companies, instrument rental agencies, and event rental suppliers.
- Assist in fulfilling artist requirements detailed in riders, such as backstage catering and hospitality.
- Work with the Housing Associate to prepare guest artist and Festival musician accommodations and any related welcome packets, keys, and amenities.
- Assist in distributing special announcements, production schedules, and other relevant information to members of the Festival Orchestra.
- Serve as production manager for Movie Mondays, including supervising all technical components.
- Other duties and responsibilities as assigned.

Requirements

- Possess exemplary interpersonal and customer service skills; managing interaction with artists, musicians, and patrons in a courteous and professional manner.
- Be able to multitask and maintain professionalism during times of stress and intense time pressure.
- Lift and carry objects up to 50 pounds for some distance using proper handling techniques.
- Climb a 25-foot vertical ladder using appropriate safety measures such as the fall-arrest system.
- Experience in concert production with familiarity of technical requirements strongly preferred.
- Familiarity with classical music and standard orchestral practices preferred. A general love for the arts and a good sense of humor required.
- Knowledge of Microsoft office suite and FileMaker or other database software is a plus.
- Possess a valid driver's license, reliable transportation, and a clean driving record.

This position reports to the Artistic Operations Manager. Because of the event-oriented nature of the work, daily and weekly schedules are subject to change as required to fulfill the requirements of the role, and are at the discretion of the Artistic Operations Manager. Regular evening and weekend hours are required.

The dates of employment are June 12 to August 20, 2017 (10 weeks).

Compensation

The Production Assistant will receive a stipend of \$500 per week for a total of \$5,000, which will be paid in equal installments through a payroll service on June 30, July 15, July 31, August 15, and August 31, 2017.

Additionally, Festival housing will be provided for the duration of employment, which includes a private bedroom in shared accommodations with other seasonal staff members.

Mileage accrued for driving a personal vehicle while on Festival business will be reimbursed by GTMF as outlined in the Employee Handbook.

This position fulfills internship requirements in academic areas such as Arts Administration and Music Business, and supporting documents to receive course credit will be provided, if applicable.

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.

Applications will be accepted through Monday, March 27, 2017.