



## Associate Recording & Audio Engineer Job Description

The Associate Recording & Audio Engineer is an integral member of the Artistic Operations team at the Grand Teton Music Festival (GTMF), a 7-week classical music festival presenting 60 events over the summer in stunning Jackson Hole, Wyoming. This full-time seasonal position works alongside two industry-leading Recording & Audio Engineers to fulfill various tasks involved in the audio production, recording, and archiving of all Festival performances and concerts.

### Duties & Responsibilities

#### Recording

- Ensure that microphones and recording equipment are properly set up and appropriately placed in Walk Festival Hall and other venues in order to record all GTMF concerts to the highest industry standard.
- Record rehearsals as requested and make such recordings available to the Music Director, guest conductors, and guest artists as needed.
- Coordinate with the Assistant Conductor and Stage Manager to obtain and file recording consent forms from all conductors, soloists, guest artists, and performing musicians.
- Ensure all content and any required supplementary information is uploaded to external recipients on a timely basis, generally within one week following the performance.
- Ensure that concert recordings are posted to the internal server within one week of performances.
- Help prepare and maintain a complete set of archival recordings and deliver to the Manager of Artistic Operations at the end of the Festival season, on or before August 20, 2018.

#### Live Audio

- Provide high-quality public address service via the wireless microphone and house system for all Inside the Music, Chamber Music, Festival Orchestra, and GTMF Presents concerts as needed.
- Assist the lead engineers to set-up, mix, and provide high-quality vocal and instrumental audio support for GTMF Presents concerts as directed by artists' technical requirements or riders.
- Serve as coordinator with an audio-visual production company when technical requirements are beyond the capabilities of the GTMF house system.

#### Requirements

- 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.
- Complete other duties as required to fulfill the obligations of this role.

The dates of this engagement are June 25 to August 20, 2018 (8 weeks). Because of the event-oriented nature of the work, call times, days off, and time off are subject to change as required to fulfill the duties of this role. Regular evening and weekend hours are to be expected.

### Compensation

As Associate Recording & Audio Engineer you will receive a stipend of \$500 per week (\$4,000 total). GTMF will also provide you with Festival housing for the duration of the engagement, which includes a private bedroom in shared accommodations with other seasonal staff members.

This position fulfills internship requirements in academic areas such as Recording Arts or Sound Design, and supporting documentation 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, Manager of Artistic Operations, at [marty@gtmf.org](mailto:marty@gtmf.org). No phone calls please. Applications will be accepted through Friday, February 23, 2018.