



## Associate Stage Manager Job Description

The Associate Stage Manager 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 is responsible for general onstage and backstage operations of all GTMF concerts and events at Walk Festival Hall and other venues, working in collaboration with the other three members of the Stage Crew.

### Duties & Responsibilities

- Set and strike stage configurations for various ensembles taking into consideration set changes, interferences, lines of sight, and various elements of set design
- Extrapolate and execute set design and set changes based on seating rosters, instrumentation, program orders, and observing rehearsals
- Manage back-of-house operations before and during performances, including the use of stage doors, the chime and announcement system, hall screens, and any microphones or other technical equipment
- Possess exemplary personal and customer service skills, managing interaction with musicians and artists in a respectful and courteous manner at all times
- Be able to multitask and maintain professionalism during times of intense time pressure
- Repeatedly lift and carry objects up to 50 pounds for some distance, using proper handling techniques for musical instruments and special equipment
- Excellent music reading skills, ability to page-turn for keyboard players in rehearsals and concerts
- Have the ability to advise small and large ensembles regarding onstage placement, balance, and blend
- Oversee backstage refreshments for members of the Festival Orchestra and assist in fulfilling artist requirements detailed in riders, such as backstage catering for the GTMF Presents series
- Work with the Artistic Associate to assist with ground transportation and hospitality for all guest artists
- Possess a valid driver's license, reliable transportation, and a clean driving record
- Create, issue, and file recording consent forms in conjunction with the Associate Recording & Audio Engineer
- Assist with administrative duties related to guest artists and concert production as needed
- Coordinate the distribution of special announcements, conductor surveys, and other relevant information to members of the Festival Orchestra
- Fulfill production requirements for Movie Mondays, including the setup and execution of all technical components
- Appropriately handle and distribute alcoholic drinks and other refreshments during onstage and backstage events. Must be 21 or older
- Other duties and responsibilities as assigned

The dates of the employment 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. A casual but professional appearance is expected of all GTMF employees while on duty.

### Compensation

The Associate Stage Manager will receive a stipend of \$500 per week (\$4,000 total). GTMF will also provide housing for the duration of the engagement, which includes a private bedroom in shared accommodations with other seasonal staff members.

### 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, March 2, 2018.