



Grand Teton Music Festival
Office Manager (Part Time)

Desired Skills and Attributes

Microsoft Office
Ticket Sales
Meeting Planning & Execution
Project Management
Team Oriented

Pay: \$24 per hour

The Grand Teton Music Festival, one of the valley's most established non-profits, is seeking an Office Manager to join its dynamic team. Candidates should have the ability to work with a wide variety of people and personalities, proven problem-solving skills, proficiency in Microsoft Office and the ability to multi-task in a fast-paced environment. This position reports to the Finance Manager and will work in tandem with all departments to carry out administrative and operational functions.

The ideal candidate will have a helpful personality, excellent listening/writing skills, a clear and understandable speaking voice, possess a self-starter mentality, flexibility and the ability to work independently. Desired experience includes implementing administrative systems and supporting office and organizational operations such as calendar management, board meeting management, minute-taking skills, IT troubleshooting, notary certification, and travel preparations. Diplomacy and confidentiality is essential as well as a professional and poised attitude. A good sense of humor is also a must!

The position offers a flexible schedule of 20 hours per week. Our administrative office is located in town and is open Monday – Friday, 9 am to 5 pm.

Qualified candidates should submit a cover letter and resume to cassandra@gtmf.org. No calls please.