



## General Manager

### Overview

The General Manager is responsible for overseeing all facets of artist operations at GTMF. The Festival presents 60 events during its seven-week Summer Festival. Additionally, the Festival presents an additional 40 concerts, education, and outreach events that take place from October to May.

This is a year-round, full-time position reporting to the President and CEO. This position also works closely with the Festival's Music Director, Artistic Advisor/Orchestra Personnel Manager and the Chamber Music Advisor. The General Manager has two year-round direct reports – a Facilities and Housing Associate and an Operations and Outreach Associate. Because of the event-oriented nature of the work, call times, shift lengths, days off, and time off are subject to change as required to fulfill the duties of the role. *This is a full time position.*

**Benefits:** Health, Dental, and Vision Insurance for employee only (employee pays 20% of premium); 403(b) plan with 5% match and immediate vesting; 4 weeks of vacation, plus two additional weeks due to seasonal office closures.

**Salary:** Commensurate with experience

**Housing:** Bridge housing available

**Target Date for Hiring:** November/December 2018

### Duties and responsibilities include:

- Oversee, coordinate and execute the artistic operations from the planning stages, through contracting, programming, and execution.
- Contract 200 orchestral musicians each summer.
- Monitor the Festival approved housing policy fairly and equitably across all constituents (Festival Orchestra, Seasonal Staff, Guest Artists, etc.)
- Negotiate fees and contract guest artists and groups for the Summer Festival and year-round activities.
- Act as the primary staff liaison for the Artistic Planning and Audience Development Committee as well as the Education, Lifelong Learning and Community Outreach Committee.
- Actively manage two direct reports – the Facilities and Housing Associate and the Outreach and Operations Associate
- Develop and implement processes and best practices throughout the department
- Prepare and manage the artistic budget (approx. \$1.6M).
- Coordinate all aspects of the programming cycle with the Artistic Advisor/Orchestra Personnel Manager, Music Director, and Chamber Music Advisor.
- Hire and train 10 seasonal staff each summer who are integral to summer operations.
- Develop and implement programs and strategies for year-round programming and music education initiatives.



### **Qualities**

The ideal candidate will possess relevant experience in artistic operations, demonstrate substantial knowledge of classical music, have demonstrated proficiency in managing and preparing budgets, managing employees, and be skilled in establishing and implementing policies throughout a department.

### **About the Grand Teton Music Festival**

The Grand Teton Music Festival was established in 1962 and is located in iconic Jackson Hole, Wyoming. For seven weeks each summer, the Grand Teton Music Festival unites 200 celebrated orchestral musicians. These musicians represent 90 different orchestras and 57 institutions of higher learning throughout Europe and North America. Each summer the Festival programs nearly 60 events, including a fundraising gala, orchestra concerts, and numerous chamber music and family programs at 6 different venues. Donald Runnicles has been the Music Director since 2006. The budget of the Festival is \$3.7M and summer attendance is up nearly 70% in the past five years. For the past three years, the *New York Times* has named the Grand Teton Music Festival as one of the top ten festivals in the country.

The Grand Teton Music Festival is the single largest performing arts presenter in Jackson Hole with nearly 100 events annually. During the year, GTMF provides various monthly community concerts, a Winter Festival, the The Metropolitan Opera's *Live in HD* series, and several education programs for Teton County Students. Each spring, GTMF holds an annual scholarship competition, which awards \$40,000 in scholarship prize money. The Festival also launched a 13-part national radio broadcast called "Live from the Grand Teton Music Festival," co-hosted by Donald Runnicles and Andrew Palmer Todd, which appeared on more than 150 stations nationwide during its first season.

### **Application**

To apply, please email a resume and letter of interest to Andrew Palmer Todd, President and CEO at [atodd@gtmf.org](mailto:atodd@gtmf.org). No phone calls please