



Facilities & Housing Associate

Full-time

Overview

The Facilities & Housing Associate is responsible for overseeing general day-to-day operations at GTMF owned properties, including Walk Festival Hall, Après Vous Condominiums, and Snow King Condominiums (during the summer season). This is a year-round, full-time position reporting to the Manager of Artistic Operations. 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, and are subject to the discretion of the Manager of Artistic Operations.

Duties and responsibilities include:

Housing

- Oversee the assignment and management of musician and staff housing for both the GTMF Summer and Winter Season.
- Implement the Festival approved housing policy fairly and equitably across all constituents (Festival Orchestra, Seasonal Staff, Guest Artists, etc.)
- Cultivate relationships with private landlords, homeowners, and JHRL managers; to ensure new and accommodating housing options are always available to GTMF.
- Ensure housing units are prepared and properly cleaned for occupancy, including coordinating with relevant contractors for any needed cleaning or maintenance work.
- Prepare materials for the arrival of all guest artists and musicians, including welcome packets, house keys or lock codes, and other amenities.
- Assist with production and management of the annual Housing budget.

Facilities

- Assist in management of all GTMF facilities including Walk Festival Hall, Après Vous Condominiums, and Snow King condominiums (during the summer season).
- Serve as liaison for vendors related to facilities and operations. This includes, but is not limited to, property managers, tenants, cleaners, maintenance workers, and contractors.
- Produce and administer all contracts for rentals of Walk Festival Hall. Serve as primary on-site manager for said rental periods.
- Manage relationships with key GTMF partners related to operations and long-term rentals such as Teton Village Association, Jackson Hole Mountain Resort, and Amangani.
- Assist in production planning and execution for events at Walk Festival Hall.
- Assist with production and management of the annual Facilities budget.
- Fulfill other duties and responsibilities as required, including general administrative and operations support for the Manager of Artistic Operations.

Application

To apply, please email a resume and letter of interest to Gregory Hix, Manager of Artistic Operations, at greg@gtmf.org. No phone calls please.