



Special Events Associate

Job Description 2019

Overview

The Grand Teton Music Festival in iconic Jackson Hole, WY seeks an interested individual to join its seasonal staff as its Special Events Associate. The Special Events Associate is an integral member of the Advancement team at the Grand Teton Music Festival (GTMF), a 7-week classical music festival presenting 60 events over the summer. The Advancement department oversees all revenue generating activities at GTMF including concert ticket sales, individual contributions, ad sales, and special events. Special events are a key component to the Festival's summer fundraising activities. The Special Events Associate will gain valuable hands-on experience in nonprofit event planning and execution while improving their communication and organizational skills. At the end of the employment, the associate will also have learned how to collaborate with a team and gain valuable insights into nonprofit arts administration and the value of arts in the community.

There are multiple events each week ranging in size from dinner for 20 guests up to a reception for 600. Nights and weekend hours are required.

Duties & Responsibilities

- Event Planning and Execution
 - Donor Events
 - Musician Events
 - Lead hospitality efforts for Open Rehearsals; set up and break down
 - Planning and managing guest lists
- Coordinate and schedule volunteers to complete tasks
- Brainstorm fundraising ideas for expanding the Festival's base of support
- Participate in staff meetings
- Provide input on and support for ongoing projects
- Provide operational and administrative support as needed to the Institutional Advancement staff
- Attend concerts as requested
- Assist in the Box Office and Concessions as requested
- Other duties as assigned

Qualifications

- Good organizational and project management skills
- Strong reading, writing and proofreading skills
- Ability to do web searches and provide findings
- Ability to work well with staff and our network of volunteers
- Fluency with Microsoft Word, Excel and Powerpoint; knowledge of Vendini a plus
- Must be 21, possess a valid driver's license and reliable transportation.
- Ability to lift over 30 lbs.
- An appreciation for music of all genres

Dates, Times and Nature of Employment

- June 24 to August 19, 2019 (8 weeks).
- Evenings and weekend hours are to be expected.
- A professional appearance is expected of all GTMF employees while on duty.
- 40 hours per week.
- Reports to the Vice President of Advancement.



Compensation

- Stipend is \$4,000 total for the summer (\$500 per week), payable on the 15th and last day of each month.
- GTMF will also provide housing for the duration of the engagement, which includes a private bedroom in shared accommodations with other seasonal staff members. This housing is provided at no cost to the employee.

Application

Interested candidates should send resumes and cover letters to Anna Mattson, Vice President of Advancement, at anna@gtmf.org by Friday, March 1, 2019. No phone calls please.