



Grand Teton Music Festival
Jackson, WY

Executive Director
Job Description

Overview

Grand Teton Music Festival (GTMF) is one of America's leading summer classical music festivals, recognized by the New York Times as one of the top ten music festivals in the U.S. Situated in one of the most spectacular natural environments in North America, and deeply rooted in a community of music lovers and philanthropists, Grand Teton Music Festival is a national treasure.

Over seven weeks each summer, Grand Teton Music Festival unites over 200 musicians from North American and Europe under the inspirational leadership of Music Director Donald Runnicles. These musicians represent over 60 orchestras and nearly 50 institutions of higher learning, who come together to create exhilarating music experiences for a large and enthusiastic audience in Jackson Hole, WY.

As the largest performing arts presenter in Jackson Hole with nearly 100 annual events, GTMF programming includes not only the summer Festival, but monthly community concerts, a Winter Festival in February, Metropolitan Opera's *Live in HD* broadcasts, and numerous education and community engagement programs.

GTMF seeks an exceptional Executive Director to lead the organization into the next era of success and recognition.

The Position

The Executive Director is the organization's administrative leader and is responsible for the supervision and direction of the GTMF's administrative operations, and coordinates with the Music Director in executing GTMF's artistic vision. The Executive Director will have the powers and duties of management usually vested in the office of executive director of a non-profit performing arts organization and will play a prominent public role in the vibrant community of Jackson Hole.

Responsibilities

Leadership

- Inspiring members of the Board and connecting them to the organization's mission, as they advocate for GTMF across the community
- Motivating and inspiring the staff in their work to deliver a successful festival each year
- Supporting the Music Director in developing and implementing the Festival's artistic vision and strategy.
- Building collaborative and harmonious relationships with the musicians of the Festival Orchestra

Operations

- Managing the organization as described in the bylaws
- Developing annual operating expense budgets for approval by the Board, and operating within them
- Recruiting, supervising and motivating a high performing staff, ensuring excellent HR policies and practices
- Fostering a positive and collaborative organizational culture
- Leading best practice in administration and operations
- Overseeing the maintenance and operations of Walk Festival Hall
- Maintaining 501(c)3 and other legal compliance

Fundraising and Community Relations

- Building and sustaining strong community relationships in the Jackson Hole area
- Acting as the primary staff fundraiser for the organization, alongside the Development Director
- Working closely with the Board to retain current donors and recruit new ones
- Overseeing an effective and engaging donor stewardship program
- Acting as the primary point-of-contact for government and other civic leaders, press, and media
- Maintaining collaborative relationships with other arts organizations and non-profits in Jackson Hole

Sales, Marketing and Communications

- Developing and implementing effective and imaginative marketing strategies to sell tickets to GTMF events
- Achieving year-on-year growth in attendance and revenue
- Leading the organization's communications strategy
- Overseeing strong customer relations and support processes
- Building GTMF's brand and public presence both locally and nationally

Board and Strategy

- Providing the Board of Directors with the timely and clear information required for them to fulfill their role as governors of the organization
- Working collaboratively with the Board in the development of strategy
- Working with the Board on appropriate investment and treasury management
- Carrying out other duties as specified by the Board or the Executive Committee.

Reporting and Supervising Relationships

The Executive Director reports to the Board through the Co-Chairs. All administrative staff report to the Executive Director. Direct reports are: General Manager (Artistic and Operations), Finance Director, Development Director, Marketing Manager and Executive Assistant/Special Projects Manager.

Artistic administrative staff also report to the Music Director.

The musicians of the Festival Orchestra are under the supervision of the Executive Director for legal and employment purposes, but report for all artistic matters to the Music Director.

When appropriate, staff members engaged in financial functions and outside accountants engaged by the Festival will also report to the Board of Directors through the Co-Chairs.

The Executive Director attends meetings of the Board, Executive Committee and Standing Committee meetings in a non-voting *ex officio* capacity. The Executive Director does not attend executive sessions unless invited by the Co-Chairs or by the Chair of a committee.

Desired Qualifications and Attributes

- Bachelor's degree; Master's degree preferred
- A minimum of 10 years of experience in nonprofit organizations, ideally within the arts and culture field
- A love of classical music and a commitment to the mission of GTMF
- Exceptional communication and public speaking skills
- Deep experience fundraising for an arts and culture organization, including a track record closing five and six figure gifts.
- Collaborative leadership style and a commitment to building strong teams
- Incisive strategic thinking and planning abilities
- Creativity and ability to think in new ways that advance the organization's impact
- Empathy, respect for others, emotional intelligence, and a sense of humor

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments, please send an email to edsearch@gtmf.org. Application deadline is May 11, 2020.