

OVERVIEW

The Grand Teton Music Festival in Jackson Hole, WY seeks interested individuals to join its seasonal staff as part of its Artistic Operations team. This full-time seasonal position is responsible for guest artist logistics and will assist in general onstage and backstage operations of all GTMF concerts and events at Walk Festival Hall and other venues, working in collaboration with the Orchestra and Operations Manager and three other members of the Stage Crew.

This is a seasonal, full-time position with employment spanning ten weeks - June 20 to August 27, 2022. Because of the event-oriented nature of the work, daily and weekly schedules, shift breaks, days off, and time off are subject to change to fulfill job duties. This position is expected to work 40 hours per week.

DUTIES & RESPONSIBILITIES

- In collaboration with the Orchestra and Operations Manager, prepare guest artist itineraries
- Assist in the creation and implementation of an airport ground transfer schedule for all guest artists
- Assist in the fulfillment of guest artist riders and other hospitality and catering needs
- When necessary, assist in the transportation of guest artists to and from donor events, salons and other additional appearance requirements
- Work with the Housing Associate to provide check-in/check-out support for guest artists at their assigned accommodations
- Work with the Orchestra and Operations Manager to arrange any desired Walk Festival Hall practice time
- Possess exemplary personal and customer service skills, managing interaction with musicians and artists in a respectful and courteous manner at all times
- Other Artist Logistics duties as assigned
- When the Artist Support schedule allows:
 - Set and strike stage configurations for various ensembles taking into consideration set changes, interferences, lines of sight, and various elements of set design
 - Assist in the planning and execution of set design and set changes based on seating rosters, instrumentation, program orders, and observing rehearsals
 - Assist in back-of-house operations before and during performances.
 - Oversee backstage refreshments for members of the Festival Orchestra
 - Create, issue, and file recording consent forms in conjunction with the Associate Recording & Audio Engineer
 - Assist with administrative duties related to guest artists and concert production as needed
- Other duties as assigned

REQUIREMENTS

- Be able to multitask and maintain professionalism during times of intense pressure
- Repeatedly lift and carry objects up to 50 pounds for some distance, using proper handling techniques for musical instruments and special equipment
- Possess excellent music reading skills, ability to page-turn for keyboard players in rehearsals and concerts
- Possess a valid driver's license and a personal vehicle
- Be 21 years of age or older to serve alcohol, and be willing to take a TIPS certification course
- Arrive punctually for each scheduled shift in appropriate attire
- A general love for the arts and a good sense of humor is required

COMPENSATION

- Stipend is \$500 per week, payable on the 15th and last day of each month.
- Housing in shared accommodations will be provided for the duration of seasonal employment

Interested candidates should send resumes and cover letters to jobs@gtmf.org