

OVERVIEW

The Grand Teton Music Festival in Jackson Hole, WY seeks interested individuals to join its seasonal staff as part of its Development team. The Development Assistant supports all fundraising activities during the eight-week summer season. This position is best suited to an upbeat optimist who gets energy from working with people, feels comfortable on the phone, and enjoys lining up all the little details for a picture-perfect event. The Development Assistant will play a key role in helping the Grand Teton Music Festival (GTMF) donors derive maximum fulfillment from their experiences during the summer festival.

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

- Assist the Development Associate & Board Liaison with the planning and execution of at least six major fundraising and stewardship events, at least four musician events, and a variety of Board of Directors and Committee meetings throughout the summer
 - Create and distribute written event plans with timelines to event hosts, participating GTMF board leadership, staff, and vendors
 - Manage event guest lists, including creating invitations, collecting RSVPs, sending reminders, and asking for meal preferences
 - Design name tags, place cards, and other signage
 - Coordinate with vendors (e.g. floral, linens, catering, photographers, etc.) as required
 - Foster collaborative relationships with event hosts and venues, providing both administrative assistance and creative thought
 - Attend all events and document with photographs
- Lead hospitality efforts and concessions sales for all performances and open rehearsals at the Center for the Arts and Walk Festival Hall
 - Set up and tear down concessions area for each performance, ensuring that all items are stocked and ready to be served
 - Reconcile banks at the end of each performance
 - Source, track, and maintain food, beverage, and merchandise inventory
- Other duties as assigned

REQUIREMENTS

- Prior experience in event planning or hospitality is preferred
- Robust interpersonal, organizational, project management, and communication skills
- Must be 21 years of age or older to serve alcohol, and be willing to take a TIPS certification course
- Have working knowledge of Microsoft Word, Excel, and PowerPoint
- Have experience working in CRM or donor database; Raiser's Edge or Choice a plus
- Be interested in a nonprofit career within the arts and culture field
- Familiarity with classical music and standard orchestral practices preferred
- Be able to lift 30+ lbs. (cases of wine)
- Have a valid drivers' license and access to a personal vehicle
- 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