

OVERVIEW

The Grand Teton Music Festival in Jackson Hole, WY seeks an interested individual to join its seasonal staff as its Executive Assistant. The Executive Assistant is a seasonal position that supports the Executive Director (ED) during the eight-week summer festival. This position is best suited to an individual seeking a career in arts administration or orchestra management. The Executive Assistant will provide support to the ED through assistance with administrative and business details and facilitate communications between the ED, staff, board and other Grand Teton Music Festival (GTMF) constituencies, both internal and external. This position is a unique work and mentorship opportunity for a student or career-changer to actively explore all facets of a fast-paced, world-class performing arts organization.

This is a seasonal, full-time position with employment spanning eleven weeks—June 14 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, nights and weekends.

DUTIES & RESPONSIBILITIES

- Represent the ED in answering phones, greeting visitors/VIPs, expediting special requests, and helping to resolve routine problems
- Receive, open, read or post all incoming/outgoing mail and deliveries for the ED; research details or related information in preparation for response; route mail/deliveries
- On behalf of the ED, serve as a key summer liaison to the Board of Directors through regular interaction, insightful scheduling and fulfillment of full board and committee meetings, and taking/being the conservator of minutes
- Compose routine correspondence; compile and process internal and external documents, such as expense reports, meeting agendas and support materials, or reports to external organizations; record, transcribe and distribute meeting minutes
- Schedule appointments; maintain calendars; advance and coordinate meetings, conferences, and social events
- Maintain confidentiality in communications, office files, and records
- Research and compose summaries of guests for events and parties for the ED, Music Director and Board leadership.
- Organize and provide point of contact for all post-concert dinners for the ED; maintaining all reservations, inviting, and reminding guests, drafting seating cards and arrangements, and drafting follow up correspondence and thank you notes to all attendees.
- Arrange and facilitate pre-concert and intermission donor connections for the ED.
- Manage the ED's complimentary tickets with Box Office.
- As needed, assist with selling walk-up tickets at GTMF's administrative office during business hours.
- As needed, assist hospitality efforts and concessions sales for all performances and open rehearsals at the Center for the Arts and Walk Festival Hall.
- Other duties as assigned.

REQUIREMENTS

- Ability to work independently, exercise good judgment and maintain accountability
- Ability to effectively navigate people, time, and situations with, and for, the ED, enabling them to plan and execute meetings, commitments, work, and events in a timely and efficient manner
- Robust interpersonal, organizational, project management, and communication skills
- Ability to maintain the highest level of confidentiality with privileged and sensitive topics
- Possess efficient typing, writing, transcription, editing, and proofreading skills
- Possess excellent organization and planning skills
- Possess strong initiative, a professional attitude, and a proven ability to develop strong relationships and work positively with executives, staff, boards, volunteers, and the public
- 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
- Be interested in a nonprofit career within the arts and culture field
- Have a valid drivers' license and access to a personal vehicle

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 a resume, cover letter and two one-page writing samples to jobs@gtmf.org