

The Grand Teton Music Festival (GTMF) seeks an interested individual to join its year-round staff as the **Executive Assistant & Board Liaison**. This is a full-time position based in Jackson, WY. This position reports to the Executive Director and supports the GTMF Board of Directors.



### **About GTMF**

The Grand Teton Music Festival, founded in 1962, unites over 250 celebrated orchestral musicians led by Music Director Sir Donald Runnicles in Jackson Hole, Wyoming each summer. GTMF is one of America's leading summer classical music festivals. The Festival Orchestra, a full orchestra made up of musicians from all the top orchestras around the country, makes up the centerpiece of the Festival.

As the single largest performing arts presenter in Jackson Hole, Wyoming with more than 120 annual events, GTMF also presents year-round programming that includes community concerts and education programs for Teton County students.

### **About Jackson Hole**

Jackson Hole, Wyoming, is a stunning valley home to several towns, including Jackson, Wilson, and Teton Village. Known for its incredible natural beauty, outdoor activities, vibrant arts scene, and western charm, it's one of the top year-round destinations in the world. The region is bordered by Yellowstone and Grand Teton National Parks, offering breathtaking views of snow-capped peaks, vast forests, and abundant wildlife.

Outdoor enthusiasts will find endless adventures, from world-class skiing and snowboarding in winter to hiking, biking, and fishing in the warmer months. Jackson Hole is also a cultural hub, with a thriving arts community, top-ranked galleries, a renowned symphony, and signature events like the Fall Arts Festival and the Jackson Hole Rodeo. Downtown Jackson is a lively mix of fine dining, unique shops, and western-inspired activities, making it a dynamic place to live and visit.



## **Job Summary**

The Executive Assistant & Board Liaison provides communication and strategic support to the Executive Director and the Festival Board of Directors.

As Board Liaison, this position works closely with the Board of Directors, Board committees and advisory bodies, ensuring that all governance matters are handled smoothly and effectively. This position will be involved in the scheduling, planning, execution, and follow-up of each Board, Committee and Taskforce meeting. This position will also manage special projects related to the Board, such as tracking term limits, Board prospects, working with consultants on strategic planning and capital campaign efforts, and more.

As Executive Assistant, this position serves as the go-to resource for the Executive Director. The Executive Assistant manages the Executive Director's calendar, prepares the Executive Director's donor and Board communications, and assists on assigned research and additional administrative duties. This position provides overflow administrative support to Development, Finance & HR, during high-volume periods, e.g. scheduling and coordination of meetings with multiple stakeholders, document preparation, purchasing, post and mailing, etc.

## **Core Responsibilities**

### ***Board Support***

- Provide strategic support and partnership to Executive Director and GTMF Board for optimal use of their time and resources.
- Project management for internal and external special projects as assigned by Executive Director.
- Support and plan events for the Board in conjunction with Advancement staff members, in person in Jackson or other locations.
- Liaise with the Board of Directors and Committee members, responding rapidly to address questions and facilitate clear communication between Board and Staff.
- Specific tasks include, but are not limited to:
  - Managing the Festival Board's meeting calendar and communicating meeting information with Directors and staff
  - Creating, updating, and distributing materials to Directors and staff for all Board and Committee meetings
  - Taking detailed minutes at Board and committee meetings for later review/use
  - Coordinate with Executive Director and each Board Committee Chair for agendas, materials, and minutes in preparation for each meeting, and to review minutes after each meeting
  - Maintain current list of directors, committee assignments, and life directors, including contact information
  - Lead the logistical aspects of board meetings, including confirming the location, setup, technology, and refreshments, in addition to the standard aspects of agenda, materials, attendance, etc.

### ***Executive Support***

- Schedule internal and external meetings while proactively balancing time zones

- Correspond with donors on behalf of Executive Director on a frequent basis, exercising care, discretion, initiative, and attention to detail
- Complete research and other projects as directed by Executive Director
- Take meeting notes and follow-up with tasks as necessary
- Prepare and submit expense reports on behalf of the Executive Director
- Track correspondence and update donor contact information, as well as other key action items related to the Executive Director's fundraising work
- Work both day and evening shifts as assigned
- Other tasks as assigned

### **Qualifications & Skills**

- Minimum of a Bachelor's degree and a background or interest in classical music
- 1 year of administrative experience
- The ability to "manage up" and keep projects on track in a fast-paced environment
- Experience with standard office equipment and applications — phone, photocopier, scanner, Microsoft Office Suite, Gmail, Zoom, etc.
- Excellent oral and written communication skills
- Exceptional attention to detail and accuracy
- Demonstrated tact, diplomacy, and respect to others
- Drive assigned projects, delivering great work with minimal supervision

### **Compensation**

- Salary to be determined based on experience
- Housing assistance and full benefits package available
- Flexible work schedule September — June; Nights and weekends required in July & August

**Interested candidates should send a resume and cover letter to [jobs@gtmf.org](mailto:jobs@gtmf.org).**