

Marketing & Sales Associate Grand Teton Music Festival

The logo for the Grand Teton Music Festival, featuring the words "GRAND TETON MUSIC FESTIVAL" in a bold, white, sans-serif font stacked vertically on a solid red rectangular background.

The Grand Teton Music Festival (GTMF) seeks a creative and detail-oriented **Marketing & Sales Associate** to join our team during an exciting period of growth and transition. This role will help drive audience engagement, ticket sales and community awareness through content creation, relationship building, storytelling, marketing campaign execution and collaborative messaging. The Marketing & Sales Associate reports to the Director of Marketing & Communications.

Key Responsibilities

Marketing

- **Email Marketing** — Format and schedule email campaigns for year-round events, season launch, subscription & single ticket sales launch, and non-event-based campaigns. Coordinate with the Development Manager on the email send calendar and monthly GTMF newsletter.
- **Signage** — Design, produce, and distribute promotional signage. Manage all permits needed for signage locally.
- **Social Media** — Create and post content for GTMF social channels, including short-form video, photo posts and stories.
- **Advertising & Press** — Coordinate Buckrail sponsored posts and general season advertising, assist the Director of Marketing & Communications in liaising with local press for coverage opportunities.
- **Project Management** — Analyze, package and distribute summer patron survey results to staff under the supervision of the Director of Marketing & Communications; assist Development & Marketing in Old Bill's promotion; post events to local web calendars; compile mailing & email lists; collaborate with Development to align marketing and fundraising messaging when applicable; strengthen year-round storytelling through focuses on Festival musicians & events.
- Other duties as assigned

Sales

- **Program Book Ad Sales** — Acquire and renew advertisers for the summer program book, collect ad artwork, grow and maintain relationships with advertisers throughout the year.

- **Corporate Partnerships** — Acquire and renew corporate partners of GTMF, coordinate ticket & incentive distribution to corporate partners, ensure proper signage & recognition of corporate partners at events, coordinate with the Director of Development on specific event sponsorships.
- **Group Sales** — In concert with the Director of Marketing & Communications and the Patron Services Manager, grow and maintain a group sales initiative for the Festival, develop relationships with local and national/international organizations to attend Festival events.
- **Branded Merchandise** — Order Festival-branded merchandise and gifts for public sale & internal sale/distribution, maintain inventory.
- **Ticket Sales** — Gain familiarity with GTMF's ticketing platform and make sales via phone to patrons, assist the Director of Marketing & Communications in compiling reports.

Qualifications

- Bachelor's degree in a related field required.
- 1 — 3 years of experience in marketing, communications, sales or related field required (nonprofit/arts experience a plus).
- Strong writing, design and digital content skills (familiarity with Canva, Microsoft Suite, Adobe Creative Suite or similar tools preferred).
- Experience in social media management/videography & photography.
- Ability to work independently while meeting deadlines in a fast-paced environment.
- Collaborative spirit and enthusiasm for the performing arts.

This is a fulltime position based in Jackson, WY. The salary for this role is \$60,000. GTMF provides a flexible work schedule September—June; night and weekends are required July and August. Housing assistance may be available.

To apply, send a resume, cover letter & a portfolio with at least three samples of your graphic design/multimedia/writing work to jobs@gtmf.org.



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.

