GRAND TETON MUSIC FESTIVAL

Grand Teton Music Festival
Development Assistant - Seasonal

OVERVIEW

The Development Assistant supports the Development Department with a primary focus on the planning, coordination, and execution of GTMF's summer events, including musician gatherings, donor stewardship functions, and concert-related hospitality. This position plays a key role in ensuring a positive, well-organized, and seamless experience for patrons, musicians and supporters throughout the summer season.

Concessions operations remain an important component of concert hospitality but serve as a secondary responsibility within the broader scope of event execution.

The ideal candidate is organized, detail-oriented, proactive, and able to work effectively in dynamic, fast-paced environments. The Development Assistant reports to the Development Manager.

This is a seasonal, full-time position spanning eight weeks, from June 22 to August 15, 2026. Due to the event-driven nature of the role, work schedules, days off, and break periods may vary based on business needs. The position is expected to work approximately 40 hours per week.

DUTIES/RESPONSIBILITIES:

Event Planning and Execution (60%)

- Coordinate and execute musician lunches, social events, and donor stewardship functions.
- Oversee event logistics, including timelines, vendor communication, catering needs, setup, and tear-down.
- Serve as a point of contact for internal staff, musicians, vendors, and event partners.
- Support on-site event operations to ensure a high standard of hospitality and guest experience.
- Assist the Development team with event materials, guest lists, RSVPs, and donor engagement activities.

Concert Hospitality and Concessions Support (30%)

- Oversee concessions operations as part of the concert hospitality program.

- Assist with setup, tear-down, and restocking of concessions areas.
- Manage inventory of food, beverage, and merchandise items.
- Reconcile banks and close concessions following concert events.
- Provide courteous, efficient service to patrons.

Additional Responsibilities (10%)

- Support general Development and Operations Department activities as assigned.
- Perform administrative tasks and special projects at the direction of the Development Manager.

REQUIRED SKILLS/ABILITIES:

- High school diploma or GED required.
- Strong organizational and time-management skills, with the ability to prioritize multiple tasks.
- Excellent written and verbal communication skills.
- Demonstrated commitment to high-quality customer service.
- Strong interpersonal skills and the ability to work effectively with a broad range of people.
- Proficiency with basic computer applications and general office equipment.
- Must be 21 years of age or older and legally permitted to serve alcohol.
- Valid driver's license and reliable transportation required.
- Ability to sit or stand for extended periods and lift or carry up to 30 pounds.
- Ability to work indoors and outdoors, including in varying weather conditions.

COMPENSATION

- Stipend is $750 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 and cover letter to jobs@gtmf.org

The preceding job responsibilities and tasks were designed to indicate the general nature and level of work performed by individuals in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all job duties and responsibilities required of associates assigned to this job. The Concessions Manager may be required to perform other duties as assigned. Additional job competencies, individual goals, and performance measurements are set at the department level.

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.