

## Grand Teton Music Festival Artist Support Coordinator- Seasonal

### Overview

The Grand Teton Music Festival in Jackson Hole, WY seeks interested individuals to join its seasonal staff as Artist Support Coordinator. This **full-time** seasonal position is responsible for guest artist logistics working in collaboration with the Orchestra Manager, Housing Associate and other members of the Artistic Operations team.

This is a seasonal, full-time position with employment spanning ten weeks — June 16 to August 25, 2025. 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. Prior experience in artist logistics is preferred.

### Duties & Responsibilities

- In collaboration with artist management, create and distribute itineraries for all guest artists
- Assist in the creation and implementation of an airport ground transfer schedule for all guest artists
- Assist in the fulfillment of guest artist hospitality and catering needs
- When necessary, assist in the transportation of guest artists to and from donor events, salons and other additional appearance requirements
- Upon request, provide check-in/check-out support for guest artists at their assigned accommodations
- Provide support to the Music Director
  - Assist with ground transportation as needed
  - Other administrative tasks as assigned
- Other Artist Logistics duties as assigned
- Additionally, members of the Artistic Operations Team must:
  - Possess exemplary personal and customer service skills, managing interaction with musicians and artists in a respectful and courteous manner at all times
  - Be able to multitask and maintain professionalism during times of intense time pressure
  - Repeatedly lift and carry objects up to 50 pounds for some distance, using proper handling techniques for musical instruments and special equipment
  - Possess excellent music reading skills, ability to page-turn for keyboard players in rehearsals and concerts
  - Possess a valid driver's license and reliable transportation
  - Be 21 years of age or older

### Dates, Times & Nature of Employment

- Evenings and weekend hours are to be expected
- A professional appearance is expected of all GTMF employees while on duty
- 40 hours per week
- Reports to the Orchestra Manager and Housing Associate

### Compensation

- Stipend is \$750 per week, payable on the 15<sup>th</sup> and last day of each month (\$7,500 total)
- Housing in shared accommodations will be provided for the duration of on-site seasonal employment

Interested candidates should send resumes and cover letters to [jobs@gtmf.org](mailto: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.

