

Grand Teton Music Festival Development Assistant - Seasonal

Overview

This position supports the Development Team. The primary responsibility is overseeing concession sales for all summer performances. Concessions is key to the donor and prospective donor concert experience. The assistant supports ticket sales and fundraising by enhancing this experience for patrons. The assistant also aids GTMF's Development team by coordinating some musician and donor events. The ideal candidate will thrive in fast-paced social settings, know when to take initiative and when to ask for help, and pay attention to the little things. The Development Assistant reports to the Donor Relations & Events Manager.

This is a seasonal, full-time position with employment spanning nine weeks — June 23 to August 23, 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 (workload may vary week to week).

Duties & Responsibilities

- Lead concessions sales at every summer concert (80%)
 - Set up, tear down, and manage stocking
 - Close concessions and reconcile banks
 - Manage food, beverage, and merchandise inventory
 - Manage other seasonal GTMF staff working at concessions
- Coordinate lunches, parties, and events (10%)
 - Order, deliver, and set-up food for two musician lunches at the concert hall
 - Assist with details for musician parties
 - Assist with other fundraising events
- Other duties as assigned by the Donor Relations & Events Manager (10%)

Required Skills & Abilities

- High school diploma or general education degree (GED) required
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment
- 21 years of age or older and willing to serve alcohol
- Valid driver's license
- Access to reliable transportation
- Ability to frequently sit for long periods of time — up to 70% of the time.
- Ability to frequently stand for long periods of time — up to four hours at a time.
- Ability to talk and hear colleagues and patrons — up to 40% of the time.
- Ability to repetitively move wrist, hand and/or fingers — up to 70% of the time.
- Ability to see 20 inches or less reading/watching computer screen.
- Job sometimes requires varying, inclement outdoor weather conditions — up to 25% of the time.
- Ability to lift/carry up to thirty (30) pounds.

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 Development Assistant 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.

