



Changing Lives Through Music!
Michael Stern, Music Director

Position: DIRECTOR OF OPERATIONS
Department: Operations
Office: Seasonal, full-time
Location: Breckenridge, CO

The National Repertory Orchestra offers experiential learning on the ins and outs of an orchestra and a thriving career in the Arts! Spend a summer with our artistically minded team in Breckenridge, CO and build your on-the-ground, professional experience.

Description:

The Director of Operations manages all production, personnel, library, community engagement, artist relations and audio aspects of the festival, ensuring smooth execution of events from rehearsals to performances. Responsibilities include overseeing equipment and instrument care, coordinating setups and breakdowns, conducting tech checks, and handling stage management duties. This role also entails maintaining production inventories, creating technical and safety documentation, and producing recordings for grants and broadcasts. With a focus on safety and service, the Director supports all Festival activities in and outside of the Riverwalk Center, ensuring a seamless experience for artists, staff, and attendees.

The Director of Operations is a key member of management and plays a key role in communicating with Riverwalk Center Facilities Personnel. They report to the COO and is expected to work closely and effectively with the Production Manager, Orchestra Manager, Music Librarians, Artist Liaison, Community Engagement, Music Director, Guest Conductors and full-time NRO Staff to ensure clear communication regarding production needs for the festival and clear dissemination of this information.

Direct Reports: Production Manager, Orchestra Manager, Principal Librarian, Artist Liaison, Community Engagement Manager

Why You Will Love the NRO:

The NRO is an inclusive organization dedicated to teamwork and a highly communicative atmosphere. This professional workplace encourages interaction, synergy, positive feedback, and goal-oriented individuals, all working together to enhance the future of classical music and the Arts.

Our vision is to break barriers between education, performance, and community to develop 21st-century musicians!

What You Will Do:

The Director of Operations manages all production and audio/recording aspects of the festival. This includes but is not limited to:

- Oversee production needs for all Festival events, including rehearsals, run-outs, workshops, sectionals, master classes, orchestra performances, special events, and community engagement concerts.
- Monitor all equipment and instruments to ensure proper handling and care, back-of-house duties, and stage production requirements
- Manage pre-season and post-season set-up and breakdown of storage, instrument, recording equipment, and Riverwalk Center equipment

- Lead pre-concert tech checks, prepare calling cues, and call performances
- Maintain and assign manager-on-duty responsibilities including security of the Riverwalk Center
- Manage Riverwalk equipment usage for all rehearsals and performances
- Accurately maintain and keep up to date all production inventories
- Compile and edit performance recording samplers for the needs of the NRO, including radio broadcasts, grants, and sales
- Create and maintain annual “How-To” document for position
- Create audio advance sheet for production packet
- Enforce and adhere to all OSHA standards and safety outlines implemented by the Town of Breckenridge staff and/or festival administration
- Oversee the creation of Run of Show sheets
- Provide quality customer service; customers defined as all stakeholders
- Other duties as assigned.

Remote pre-season work includes but is not limited to:

- Interview production and audio staff candidates
- Identify and plan the production needs for each orchestra concert and the Community Engagement events
- Book truck rentals and instrument rentals (percussion, piano, and auxiliary)
- Create a work schedule and timeline for production and audio staff
- Assist COO in developing a process for production packets
- Select stage crew assistants (musician work-study)

Candidate Profile:

- Management in an orchestral operations setting required.
 - Bachelor’s degree or an equivalent back-stage experience is preferred.
- Must be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner.
- Must work well under pressure and is willing to take directions and requests from many people while being able to prioritize tasks.
- Ability to lift, move, or transport up to 75lbs with or without accommodation.
- This job requires driving large vehicles.
- Must be able to provide own computer or laptop (not an iPad).
- Must have a positive attitude and be a team player.

Compensation:

- \$1,100-1,350 per week paid in arrears on the 15th and last day of each month (June-August)
- Remote pre-season work shall be \$1,100-1,300 per month beginning April 1, 2025 paid in arrears on the 15th and last day of each month.
- FREE employee housing in Breckenridge
- \$75 weekly grocery stipend while in Breckenridge

Your Time in Breckenridge:

The position will begin in early June and run through mid-August. Exact dates TBA.

How to Apply:

Prepare a one-page resume along with a cover letter and a list of at least three references complete with their

contact information and relationship to you. Send to info@nromusic.org. Please type “Director of Operations” in the subject line.

This position will remain open until filled.

About the National Repertory Orchestra:

Under the leadership of Music Director [Michael Stern](#), the [National Repertory Orchestra](#) (NRO) is a 501(c)(3) non-profit organization and a preeminent intensive fellowship that develops diverse, thoughtful and socially conscious musicians through experiential learning. The NRO inspires young professional musicians to be great leaders in their communities while *Changing Lives Through Music!*

Founded in 1960 in Estes Park by cellist Walter Charles as the “Blue Jeans Symphony,” the NRO has taken residencies in the most spectacular Colorado locations, including Evergreen, Keystone and, currently, Breckenridge. [Carl Topilow](#) was Music Director from 1978 until 2020 and maintains an active role with the orchestra as Music Director Laureate. During the summer, audiences can enjoy the NRO’s music festival starring some of the most talented young professional musicians on the planet. The remarkable season also features a multitude of interactive community engagement events, education initiatives, and full orchestral concerts with renowned guest conductors and artists.

Diversity, Equity, and Inclusion:

The National Repertory Orchestra is engaged in the ongoing work of identifying and dismantling systems of racism, discrimination, and barriers to access and is committed to build more just ones. We are focused on the actions necessary to build greater equity and inclusion, creating an environment where all people involved with the NRO can feel safe, welcomed, included, and respected. To learn more, [read the NRO's DEI Statement](#).

The National Repertory Orchestra is proud to be an equal opportunity employer, and celebrates our employees’ differences, regardless of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, ability, or Veteran status.

[NROmusic.org](https://www.nromusic.org)

#NROmusic

