



Changing Lives Through Music!

Michael Stern, Music Director

Position: CEO ADMINISTRATIVE ASSISTANT FELLOW
Department: Administrative
Office: Seasonal, unpaid full-time fellowship
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:

Learn how a successful summer music festival is managed by its leaders! The CEO Fellow is the most versatile fellowship at the NRO. This individual will work directly with the CEO and all staff while participating in a festival-long project and experiencing the essential operations of a non-profit group. An exceptional candidate is detail-oriented, can manage multiple tasks at one time, can effectively communicate with a variety of audiences and community partners, will enjoy researching music and music groups, and has a desire to learn how multiple departments work together to support the mission and goals of the organization. This person should also be interested in orchestra and festival management, finance, marketing, special events, development, and workplace flow.

Applicants can expect to work in a fast-paced team environment and will finish the fellowship having gained a broad understanding of non-profit arts management. Based out of the administrative offices, the CEO Fellow will report directly to the CEO and will work closely with the Operations Manager, Director of Development, Director of Marketing, Director of Administration and Community Relations, and other fellows and staff.

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:

- Work side-by-side with the CEO to understand the daily and weekly flow of the CEO's duties
- Responsible for scheduling and communications for the CEO with staff and community partners
- Work on one long-term project assigned by the CEO
- Complete special projects as assigned by staff specific to development, marketing, and special events
- Attend and support rehearsals, outreach events, special events, concerts and weekly staff meetings
- Assist with a variety of roles at concerts and special events, including but not limited to set-up, clean-up, selling merchandise, working in the Ticket Office and assisting donors and VIP's
- Other duties as assigned

Candidate Profile:

- Must be organized, detail oriented and able to focus on multiple projects and deadlines simultaneously
- A positive, professional, timely, and efficient demeanor
- Excellent written and communication skills
- Able to interact with donors, volunteers, and staff in varied situations.
- Must be able to supply own computer and skilled in or able to learn applications like Microsoft Office 365 and Google Docs
- Ability to lift, move or transport up to 35lbs

- Knowledge of classical music is a plus
- Above all, must be a team player

Compensation:

- ✓ FREE employee/fellowship housing in Breckenridge
- ✓ \$75 weekly food stipend
- ✓ Partial travel stipend

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 “**CEO Fellow**” in the subject line.

Fellowships are 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, 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

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