



Changing Lives Through Music!
Michael Stern, Music Director

Position: ASSISTANT LIBRARIAN
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 Assistant Librarian assists the Principal Librarian in managing the operations of the NRO Music Library. This position helps to oversee the Library Fellow and four library bowing assistants (work-study orchestra members). The Assistant Librarian is expected to work closely and effectively with the Operations Manager, Orchestra Manager, Music Director, Stage Manager, and Guest Conductors to ensure clear communication regarding music needs for the festival and clear dissemination of this information.

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:

Performs duties at the request of Principal Librarian which include but are not limited to:

- Receive and inventory new acquisitions, rental music, and trade holdings
- Oversee bowing process: procurement and execution with library schedule, conductors, library staff, and bowing assistants
- Accurately maintain music library and catalog
- Music preparation as assigned: errata, page turn amendments, repair, bowings, create performance sets, and scanning
- Often serves as principal librarian for pops and/or run-out concerts, concert duty as assigned
- Will supervise work assignments for the Library Fellow and bowing assistants as directed by the Principal Librarian
- Assist with stage setup before, during, and after rehearsals and concerts as assigned
- Assist with pre-season and post-season set-up for library and festival
- Provide quality customer service to all staff and fellows
- Other duties as assigned

Candidate Profile:

- Previous orchestral and library experience is required
- Minimum 2 years of experience in orchestral operations and/or music library setting
- Must be able to handle confidential situations with an even-tempered and professional approach
- Must work well under pressure, prioritize effectively, and be detail-oriented
- Ability to lift, move or transport up to 50lbs, climb stairs, and acquire music from overhead shelving with or without accommodation
- Must be able to provide own computer or laptop
- Must have a positive attitude and be a team player

Compensation:

- \$350-\$450 per week, depending on experience, paid in arrears on the 15th and last day of each month.
- FREE employee housing in Breckenridge
- \$75 weekly food 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 and please type “Assistant Librarian” 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

