



**Position:** LIBRARY FELLOW  
**Department:** Operations  
**Office:** Seasonal, unpaid full-time fellowship  
**Location:** Breckenridge, CO

*Changing Lives Through Music!*  
**Michael Stern, Music Director**

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**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 Library Fellow will receive hands-on experience preparing music materials for NRO rehearsals, performances, and runouts. As an integral part of the orchestra, you will dive deeper behind the scenes while being a key contributor to the day-to-day functions of a longstanding and continually expanding library.

This person will finish the fellowship having gained a broad understanding of non-profit operations and the daily functions of an orchestra library. The Library Fellow works closely with the Principal Librarian, Assistant Librarian, Music Director, and the NRO team to ensure clear communication regarding library information among the staff and clear dissemination of information to the orchestra. The Library Fellow also plays a critical role in preparing materials for future NRO auditions.

**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 21<sup>st</sup>-century musicians!

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**What You Will Do:**

- Assist the Principal Librarian and Assistant Librarian in the daily functions of the orchestra library
- Help maintain library catalog and trade holdings
- Create check out system, prepare, and distribute copy requests to the orchestra
- Receive and inventory new acquisitions and rental music
- Music preparation: errata, page turn amendments, repair, measure numbers, bowings, creating performance sets, and scanning
- Book and debook all folders and return music to library stacks
- 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
- Potential to serve as assistant librarian for orchestra concerts, concert duty as assigned
- Provide quality customer service to all staff and fellows
- Other duties as assigned

**Candidate Profile:**

- Previous music library experience is preferred but not required
- Ability to read music is required
- 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 supply your own computer
- Above all, must have a positive attitude and 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](mailto:info@nromusic.org)**. Please type “**Library Fellow**” in the subject line.

**Fellowships are open until filled.**

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**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](http://NROmusic.org)

#NROmusic

