



Changing Lives Through Music!
Michael Stern, Music Director

Position: PRODUCTION MANAGER
Department: Artistic Administration
Office: Seasonal, full-time
Location: Breckenridge, CO

The National Repertory Orchestra offers a unique, hands-on experience in orchestral performance and arts administration. Spend your summer in beautiful Breckenridge, CO, gaining real-world skills to launch your arts career.

Description:

The Production Manager manages the Stage Manager, Recording Engineer, and two Production & Recording Fellows, and is responsible for managing each staff member's duties. The production staff is aided by eight stage crew members (musician work-study) in the set-up and strike of the stage.

The Production Manager reports to the Director of Artistic Administration and is expected to work closely and effectively with the Orchestra Manager, Music Librarians, Music Director, and Guest Conductors to ensure clear communication regarding production needs for the Festival and clear dissemination of this information. The Production Manager plays a key role in communicating with Riverwalk Center Facilities Personnel.

Direct Reports: Stage Manager, Recording Engineer, Community Engagement Production Manager, 3 Production Fellows

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 Production Manager oversees all production and audio/recording aspects of the festival. This includes but is not limited to:

- Manage and schedule the duties of the Stage Manager, Recording Engineer and two Production & Recording Fellows.
- Manage lighting needs for all rehearsals and performances including setting overhead lights
- Create Run of Show Sheets

- Coordinate and assist in transportation of all production, percussion, and library equipment
- Coordinate with the Riverwalk Center staff to maintain facility including lights, sound, and general equipment
- Comply with the needs of the Riverwalk Center staff in terms of striking any unused recording equipment during non-NRO events
- Delegate duties to the Production Fellows
- Oversee live and recorded sound needs for all rehearsals and performances
- Oversee usage of all equipment and instruments to ensure proper handling and care
- Oversee operation and maintenance of sound recording equipment
- Oversee live amplification for Community Engagement events
- Oversee the training and guidance of the Production Fellows to assist with recording and live audio needs
- Oversee various back-of-house duties and stage production requirements
- Assist in production needs for all Festival events (rehearsals, workshops, sectionals, seminars, masterclasses, performances, special events)
- Assist with pre-season and post-season set-up and breakdown of storage, instruments, and Riverwalk Center equipment
- Assist with pre-concert tech checks, prepare calling cues, and call performances
- Assist with supervision of eight stage crew members (musician work-study)
- Communicate with musicians and other staff regarding the use of the backstage area
- Other duties as assigned.

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:

- \$600-\$900 per week paid in arrears on the 15th and last day of each month.
- FREE employee housing in Breckenridge (*\$4000 value*)
- \$85 weekly grocery 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 **"Production Manager"** in the subject line.

Applications are accepted until position is filled.

About the National Repertory Orchestra:

The National Repertory Orchestra (NRO) is a 501(c)(3) nonprofit dedicated to inspiring the next generation of classical musicians through transformative education and performance. Based in beautiful Breckenridge, Colorado, the NRO's prestigious, tuition-free Summer Music Festival brings together 80 exceptional musicians to perform more repertoire than any other festival of its kind. Under the leadership of Music Director Michael Stern and world-renowned guest conductors, the NRO presents up to 18 concerts and 85 free community events each season.

For over 60 years, the NRO has prepared musicians for successful professional careers, fostering leadership and connection through music. Our alumni now perform in major orchestras and serve as influential voices across the arts.

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.