



Changing Lives Through Music!
Michael Stern, Music Director

Position: CE 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 Community Engagement (CE) Production Manager is responsible for coordinating all production needs for NRO's community engagement events throughout Summit County, CO. This role ensures smooth technical execution, equipment transport, and event setup/strike for all off-site concerts, education programs, and community events.

The CE Production Manager reports to the Production Manager and works closely with the Community Engagement and Development teams to ensure clear communication and timely delivery of production requirements. This position collaborates with stage crew and fellows as needed to fulfill event production requirements.

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:

As the Community Engagement Production Manager, you will:

- **Coordinate Production Logistics** – Manage production needs for all community engagement events, including transportation of equipment, setup, and strike.
- **Create Run of Show Documents** – Develop and distribute detailed event schedules and technical needs.
- **Manage Equipment & Supplies** – Oversee usage and care of production equipment, instruments, and audio gear.
- **Coordinate with Venues** – Serve as the point of contact with community partners and venue staff regarding lights, sound, and staging requirements.

- **Provide Live Event Support** – Assist with pre-concert tech checks, calling cues, and ensuring seamless event flow.
- **Oversee Audio Needs** – Support live sound amplification and recording requirements for events.
- **Assist with Festival-Wide Production** – Support other festival events as assigned (workshops, special events, etc.).
- **Communicate with Staff & Musicians** – Ensure smooth backstage and on-site operations through clear communication.
- **Participate in Pre/Post-Season Work** – Help with setup, teardown, and storage of equipment before and after the festival season.

Candidate Profile:

- Experience with **production or event management** in a performing arts or live event setting required.
- Bachelor's degree or equivalent experience preferred.
- Must work well under pressure and be able to prioritize tasks effectively.
- Comfortable taking direction from multiple stakeholders and working independently.
- Ability to lift, move, or transport up to 75 lbs with or without accommodation.
- Must have a valid driver's license and be comfortable driving large vehicles.
- Must provide own computer or laptop (not an iPad).
- Positive attitude and strong collaboration skills.

Compensation:

- \$300-\$350 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 "**CE 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.