



Position: **MARKETING AND EVENTS FELLOW**
Department: Administrative
Office: Seasonal, unpaid full-time fellowship
Location: Breckenridge, CO

Changing Lives Through Music!

Michael Stern, Music Director

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:

As a Marketing and Events Fellow, you will assist in promoting the NRO's concerts, educational programs, and community engagement activities while helping to plan and execute special events. You will work closely with the marketing and events teams to ensure seamless event coordination and effective marketing strategies that engage audiences and highlight the NRO's mission. This internship offers the opportunity to build your skills in event management, digital marketing, audience engagement, and arts promotion.

Based out of the administrative offices, the Marketing and Events Fellow will report to the Director of Marketing and will work closely with the Events and Community Link Coordinator, Community Engagement team, and Development team.

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.

What You Will Do:

- **Event Coordination & Logistics:** Assist in the planning, organization, and execution of NRO events, including concerts, donor receptions, community events, and fundraising activities. Help create and manage event timelines, task lists, and logistics.
- **Event Marketing & Promotion:** Support the marketing team in promoting NRO events through various channels, including social media, email marketing, and community outreach. Manage guest communication (invitations, reminders, etc).
- **Marketing Content Creation:** Contribute to the creation of digital and print marketing materials, such as event flyers, event programs, invites, and newsletters.
- **Community Engagement:** Assist in building relationships with community partners, local businesses, volunteers, and media outlets to raise awareness of NRO's programs and events.
- **Onsite Event Support:** Help with event setup, guest management, and logistical tasks during concerts and special events.
- **Event Evaluation:** Assist in gathering feedback from events and creating reports on event success and audience engagement to inform future strategies.
- Other duties as assigned.

Candidate Profile:

- Strong interest in event planning, marketing, and the performing arts.
- Ability to develop promotional content, including copywriting and graphic design.
- Familiarity with, or ability to learn, marketing tools (i.e. Canva, Constant Contact, Adobe Creative Cloud).
- Basic knowledge of event logistics, guest services, or hospitality is a plus.

- Personable with positive attitude—willingness to learn necessary skills or technologies as needed.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects at once.
- Comfortable working in a fast-paced environment and handling last-minute changes during event execution.
- Ability to lift, move or transport up to 50lbs, with or without accommodation.
- Must be able to supply your own computer.

Compensation:

- ✓ FREE employee/fellowship housing in Breckenridge (\$3,600 value)
- ✓ \$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 or a portfolio of your work and a list of at least three references complete with their contact information and relationship to you. Send to info@nromusic.org. Please type “**Marketing and Events Fellow**” in the subject line.

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

