



Chief Operating Officer (COO) - National Repertory Orchestra

Position Title: Chief Operating Officer (COO)

Reports To: Chief Executive Officer (CEO)

Location: Breckenridge, Colorado

Status: Full-time, Exempt

Salary: \$95,000-\$105,000

Position Overview:

The Chief Operating Officer (COO) plays a pivotal role in shaping and implementing the vision for current and future seasons of the National Repertory Orchestra (NRO). Working closely with the CEO, the COO will help develop strategic initiatives and drive operational processes that align with the organization's mission and long-term objectives.

Key responsibilities include overseeing the daily operations of the NRO to ensure an efficient, budget-conscious approach and actively supporting the strategic plan, budget management, resource allocation, financial modeling, and performance tracking. The COO will serve as a primary liaison with specific community stakeholders, including the Summit School District, local non-profits, venue partners, and Breckenridge Creative Arts (Breck Create).

This role offers a unique opportunity to contribute to an intensive educational environment and shape the future of classical music through impactful leadership.

About the National Repertory Orchestra (NRO):

The National Repertory Orchestra is a renowned music organization dedicated to preparing young musicians for careers in the symphony orchestra industry. Through intensive, hands-on experiences and performances, the NRO inspires artistic excellence while fostering innovation in the world of classical music. Our commitment to educational programming and community outreach plays a pivotal role in our mission to enrich lives through the power of music.

Reporting Relationships

The Chief Operating Officer will report to the CEO, David DePeters, and serve as a senior member of the organization's leadership team. The Chief Operating Officer will oversee members of the year-round staff including Director of Administration and Community Relations, Director of Marketing, and Events and Community Link Coordinator, as well as seasonal staff including Director of Operations. The COO will facilitate collaboration and provide support across the team.

From the CEO

Over the past decade, the National Repertory Orchestra (NRO) has experienced remarkable growth and success, weathering the impact of Covid-19 on multiple Summer Music Festival seasons. Today, we proudly report record-setting increases in donations, grants, and ticket sales that have surpassed even pre-pandemic benchmarks. As we move into an exciting new phase in our 65-year history, we are seeking a visionary and dynamic COO to help shape the future of the NRO.

The addition of the COO position marks a pivotal step forward, enabling the NRO to expand its impact and reinforce its role as a cultural cornerstone.

This opportunity comes at a transformative moment, as the Town of Breckenridge launches a multi-year Arts and Culture Masterplan in which the NRO will play an instrumental role. Our talented leadership and summer staff teams bring dedication and passion to their work, fostering a high-performance environment that is as professional and educational as it is engaging and fun.

In conjunction with our ambitious new five-year strategic plan, the timing is ideal for a visionary COO to join our leadership team, guiding the NRO toward even greater stability, innovation, and excellence. This is a unique chance to make a lasting impact on a renowned organization poised for its next era of growth.

Key Responsibilities:

- **Operational Leadership:**
 - Lead day-to-day operations of the NRO, including administrative, financial, and programmatic functions.
 - Oversee the implementation of organizational policies, processes, and procedures to ensure efficiency and consistency.
 - Collaborate with department heads (artistic, finance, development, marketing, education, and production) to ensure synergy and alignment.
 - Manage organizational budget, financial reporting to the CEO, and resource allocation, ensuring financial sustainability and compliance.
 - Ensure that all legal and regulatory documents are filed and monitor compliance with relevant laws and regulations.
 - Ensure that the organization's structure and workforce plans are responsive to current and developing organizational needs.

- **Strategic Planning and Execution:**
 - Partner with the CEO in the development, articulation, and implementation of NRO's operational plans that support the strategic plan.
 - Work with department heads on financial modeling, asset allocation planning, budgeting, tracking, and reporting related to NRO's strategic plan and annual goals.
 - Advise CEO on matters of critical importance to the organization, including its financial health, the wellbeing and performance of its staff, and the development and status of key initiatives.
 - Promote a culture of operational excellence, collaboration, and effectiveness and partner with CEO and other organizational leaders on management initiatives and priorities.
 - Collaborate with the CEO in expanding the NRO's reach, visibility, and impact on both a national and international scale.
 - Represent the organization and its mission in engagements with various stakeholders, including donors and community members and leaders.

- **Program Development and Oversight:**

- Oversee the planning and execution of the NRO's annual Summer Music Festival, educational programming, and community outreach events.
- Work closely with the artistic leadership to ensure high-quality musical performances and participant experiences.
- Support development initiatives, assisting with donor relations and fundraising activities as needed.
- **Budgeting and Finance:**
 - Oversee the annual budget process, monthly reporting, and financial projections.
 - Working with the Director of Administration, prepare, assist or review, as appropriate, the 990 filings and review audited financials.
 - Working with the Director of Administration, provide leadership for organization's technology and cybersecurity strategy and implementation, including for financial data systems and processes.
- **Team Management and Human Resources:**
 - Provide leadership and direction to staff, promoting professional development, a positive work environment, and high-performance culture.
 - Ensure staff are aligned with the organization's mission, vision, and goals.
 - Foster an inclusive and collaborative work environment where innovation and creativity are encouraged.
 - Have primary responsibility for the human resources needs of the organization, including the annual salary review and salary structure for summer staff, compliance with Code of Conduct, coordination of response for emergency and disaster management, establishment of inclusive hiring practices, and promotion of a welcoming and healthy environment for all staff, students and faculty.
 - Keep apprised of employment and contractor rules and regulations and work with managers on staffing needs, hiring and terminations, and compliance.
 - Develop, manage, and oversee the writing, maintenance, and execution of contracts and handbooks, ensuring all documents are accurate, timely, compliant with policies, and effectively support organizational standards and procedures.
- **Partnerships and Community Engagement:**
 - Represent NRO externally and liaise with other organizations and stakeholders, including serving on boards as a representative of NRO and liaising with the Town of Breckenridge as assigned by the CEO.
 - Build and maintain strong relationships with community organizations, including pre-schools, day camps, libraries, and arts partners.
 - Serve as an ambassador for the NRO in the community and beyond, fostering collaborations that support the organization's mission and goals.
 - Assist in growing the NRO's visibility and audience through partnerships and strategic alliances.
- **Facilities and Housing**
 - Work in conjunction with the Director of Administration to ensure housing for staff and fellows, including working on long-term plans for housing availability,

overseeing property leases, and managing external relationships and compliance with agreements for shared facilities.

- Manage all compliance requirements related to housing and facilities, including Breckenridge Terrace, Riverwalk Center, transportation management plans, and more.

Qualifications:

- Proven experience in an executive leadership role, preferably within a performing arts or non-profit organization.
- Strong experience in financial management, budgeting, and operational processes. Previous senior finance experience a plus.
- Excellent leadership, team management, and interpersonal skills.
- Strong strategic thinking, with the ability to implement long-term vision and goals.
- Familiarity with the performing arts industry, particularly orchestral or classical music, is required.
- Ability to foster relationships with diverse stakeholders, including donors, musicians, community leaders, and board members.
- Exceptional communication, public speaking, and presentation skills.
- Passion for the mission and values of the National Repertory Orchestra. Previous experience in education a plus.
- Bachelor's degree required; advanced degree preferred.

Benefits:

Compensation and Benefits:

- **Salary:** Commensurate with experience and job performance approximately \$95,000 - \$105,000 per year
- **Bonus:** Year-end merit-based bonus structure
- **Health Insurance:** 100% paid premium for single person, 70% paid premium for family members and dependents
- **Retirement:** Up to 3% match Simple IRA contribution
- **PTO:** Unlimited Time Off
- **Parking Pass**

To Apply:

Interested candidates should submit a resume, cover letter, and references to info@nromusic.org with the subject line **“COO Application – [Your Name].”**