



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Artist Liaison Fellow

Department: Operations
Office: Breckenridge – Seasonal
Location: Breckenridge, CO

Description: The Artist Liaison Fellow works directly with the Director of Operation (DoO) to coordinate guest artist appearances, logistics, and support. The fellow is expected to work closely and effectively with the CEO, Orchestra Manager, Music Librarian, Music Director, Guest Conductors, Production Manager, and all other parties to ensure clear communication regarding guest artist appearances and itineraries.

Duties and Responsibilities: Assisting the DoO in the daily functions of the festival gaining hands-on experience in the areas of guest artist support, artistic planning, and operations. Duties include but are not limited to: scheduling guest artist appearances, assisting guest artists with personal travel and hospitality, attending all receptions and guest artist appearances, assisting the Orchestra Manager and Production Manager in communications with guest artists for production needs and events, creating and maintaining schedules, assisting with guest artist and clinician itineraries and hospitality, assisting with guest artist lodging, communicating with local hotels and resorts for reservation needs, creating guest artist and clinician welcome packets, managing guest comp ticket requests, and creating weekly rehearsal schedule information for Riverwalk Center Box Office Staff. All other duties as assigned.

Attire: Responsible for wearing appropriate "office casual" attire. Business or semi-formal dress is required at performances. A formal dress or suit is required for the Gala.

Qualifications: Previous orchestra experience is required either as administrative or performance. Ability to read music and computer skills are also required. Arts administration students are encouraged to apply. Must be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner. Applicant must be able to handle confidential situations diplomatically and professionally with an even-tempered and fair approach. Must work well under pressure and be willing to take directions and requests from many people while being able to prioritize tasks. Must be able to supply your own computer. Ability to lift up to 35 pounds. Above all, must have a positive attitude and be a team player.

Compensation: Fully furnished housing, weekly food stipend, and college credit.

Duration: Arrive Monday, May 20 and begin work on Tuesday, May 21, 2019 – last work day Thursday August 1 and leave Breckenridge on Friday August 2, 2019.

Apply by Thursday, January 31, 2019: Send a cover letter, resume and a list of at least three references (include contact information and how you know them) to info@nromusic.com with "Artist Liaison Fellow" as the subject line.