



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Community Engagement Fellow

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

Description: The Community Engagement Fellow works directly with the Community Engagement Manager (CEM) to coordinate educational and promotional events, personnel assignments, and assists with operational and logistical information for the duration of the festival. The fellow is expected to work closely and effectively with the CEO, Orchestra Manager, Music Librarian, Music Director, Production Manager, and Community Link Coordinator to ensure clear communication for community and promotional events.

Duties and Responsibilities: Assisting the CEM in the daily functions of the festival gaining hands-on experience in the areas of community engagement, artistic planning, and operations. Duties include but are not limited to: scheduling community and promotional ensembles, working with ensembles to assist them in outreach events, attending all outreach events and concerts as assigned, communicating with sponsorship and other community organizations to coordinate ensembles, assisting the Orchestra Manager and Production Manager in production needs for seminars and outreach events, creating and maintaining time sheets and schedules, and managing orchestra and staff comp ticket requests. 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 is willing to take directions and requests from many people while being able to prioritize tasks. Ability to lift up to 35 pounds. Must be able to supply your own computer. 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 "Community Engagement Fellow" as the subject line.