



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Marketing Fellow

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

Duties and Responsibilities: This person can expect to work in a fast-paced team environment and will finish the fellowship having gained a broad understanding of non-profit arts operations and marketing. Based out of the administrative offices, the Marketing Fellow will report to the Director of Marketing and will work closely with the CEO, Director of Operations, Director of Development, Director of Finance, and other fellows and staff.

- **Online Marketing Duties:** Managing all social media outlets: creating graphics, sourcing and writing relevant posts, taking photos and videos, and purchasing Facebook advertising. Other online marketing duties may include: updating the website, submitting online calendar entries, and creating email newsletters.
- **Traditional Marketing Duties:** Creating and distributing marketing materials: posters, flyers and coupons. Writing and submitting press releases and PSA's. Maintaining and organizing press clippings.
- **Other Duties:** Answer office phones. Attend rehearsals, outreach events, special events and concerts. Assist with a variety of roles at concerts and special events, including but not limited to set-up, clean-up, selling merchandise and working in the Ticket Office.
- **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: High level of organizational and communication skills. Work in a timely, efficient and professional manner and possess a positive attitude. Ability to prioritize and stay on task in a fast-paced and changing environment. Strict attention to detail. Excellent writing and computer skills are a must. Ability to work independently and as part of a team. Proficient in Photoshop and Microsoft Office. Photography, a working knowledge of classical music, and an understanding of website management, online advertising and email marketing campaigns a plus. Must be able to supply your own computer. Ability to lift up to 35 pounds.

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, a one page writing sample in the form of a press release, and a list of at least three references (include contact information and how you know them) to info@nromusic.com with "Marketing Fellow" as the subject line.