



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Personnel Fellow

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

Description: The Personnel Fellow is a member of a two-person personnel team. The personnel staff is responsible for the preparation, distribution, and collection of all information regarding rosters, rotations, housing assignments, and administrative information to the orchestra throughout the duration of the festival. The Personnel Fellow is expected to work closely and effectively with the Orchestra Manager, Music Librarian, Music Director, Guest Conductors, Director of Operations (DoO), and Production Manager to ensure clear communication regarding personnel information among the staff and clear dissemination of information as a liaison between the orchestra and staff.

Duties and Responsibilities: Assisting the Orchestra Manager in the daily functions of the personnel office including but not limited to: liaison between the orchestra and NRO staff, preparing daily orchestra rehearsal and events schedules (including run-outs, master classes, seminars, concerts), enforcing the orchestra members contractual obligations in relation to duties and decorum (dress code, attendance), securing extra personnel as needed and approved, pre-season and post-season musician housing assignments and inspections, beginning and ending rehearsals and breaks, distribution of materials and weekly stipends to the orchestra, assist in the coordination of master classes and seminars, informing musicians of the schedule for run-outs and tours, managing personnel counts on bus trips, managing catering information for run-outs, and stage duties as needed.

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 orchestral experience is required either as administrative or performance. Ability to read music and computer skills are required. 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 effectively 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 and 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 "Personnel Fellow" as the subject line.