



## **National Repertory Orchestra - Production & Recording Fellow**

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

**Description:** The Production & Recording Fellow works on a three-person production team and works closely with the Recording Engineer to assist with microphone adjustments, CD creation, and other duties as needed. The fellow is expected to work closely and effectively with the Production Manager, Stage Manager, Recording Engineer, Director of Operations (DoO), Orchestra Manager, Music Librarian, Music Director, and Guest Conductors to ensure clear communication regarding production needs for the festival. The fellow also reports to the DoO to aid with general operations throughout the festival including artist liaison assistance and community outreach logistics. This fellowship provides hands on insights into several aspects of music festival operations and technical responsibilities.

**Duties and Responsibilities:** Assisting the Production Manager and Stage Manager in the daily functions of the production needs of the festival including but not limited to: all production efforts necessary for all rehearsals, performances, workshops, special events, run-outs, master classes, and seminars. Assist in transportation of all production and percussion equipment to all events and rehearsals. Responsible for monitoring all equipment and instruments to ensure proper handling and care, back-of-house duties and stage production requirements as directed by the Stage Manager. Coordinates with the Riverwalk Center Technical Director to maintain facility including lights, sound, and general equipment. Assists with supervision of production fellows, creating necessary paperwork, documents, and forms. Assists the Recording Engineer with set-up and strike of recording equipment, recording manufacturing, and other duties as needed. Assists the DoO with artist liaison coordination and community outreach logistics.

**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 and back-stage experience is desirable but not required. Must be able to handle organizational and communication aspects of the position in a positive, professional, and timely manner. Strong organizational skills required. Must work well under pressure and is willing to take directions and requests from many people while being able to prioritize tasks. The job requires manual labor: lifting equipment weighing up to 75lbs and transporting equipment by use of a hand truck to the stage or transport truck for run-outs. This job may require driving large vehicles. 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](mailto:info@nromusic.com) with "Production & Recording Fellow" as the subject line.