



National Repertory Orchestra - Development Fellow

Department: Administrative
Position Type: Seasonal Full Time
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 Development. Based out of the administrative offices, the Development Fellow will report to the Director of Development and will work closely with the CEO, Director of Finance, Director of Marketing, Director of Operations, and other fellows and staff.

Primary Development Duties:

- Conduct audience surveys to be compiled into an impact report
- Fulfillment tracking of all major donors and benefits received
- Manage all comp-ticket requests and communicate with the ticket office daily
- Create pre-concert sponsor loops for all concerts in a timely manner
- Ensure that logos, banners and display tables are present at all NRO performances
- Enter data in donor software (Donor Perfect)
- Assist with mailings throughout the summer
- Assist with grant and sponsorship proposals

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:

Must be organized, detail oriented and able to focus on multiple projects and deadlines simultaneously. A positive, professional, timely, and efficient demeanor. Excellent written and communication skills. Able to interact with donors, volunteers, and staff in varied situations. Must be able to supply own computer and be computer savvy. Must be able to lift up to 35 pounds. Knowledge of classical music is a plus. Above all, must 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 "Development Fellow" as the subject line.