



NATIONAL REPERTORY
orchestra

National Repertory Orchestra - Event Coordinator 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 Events. Based out of the administrative offices, the Events 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. The NRO holds many fundraising events during the summer including: Blues and BBQ, Annual Black-Tie Gala, Fall Wine Classic, Community Outreach events, and Meet and Greet events for guest artists, conductors, and donors. This position will assist with all aspects of these events.

Primary Event Duties:

Assisting the NRO staff with all event aspects to include but not limited to:

- Organizing events from start to finish to include set-up and tear-down
- Data entry and tracking of RSVPs
- Preparing and executing silent auctions to include solicitation of silent auction items, tracking auction items, calling auction winners and collecting payments
- Assisting with the creation and distribution of marketing/publicity materials

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 "Event Coordinator Fellow" as the subject line.