



*Changing Lives Through Music!*

**Michael Stern, Music Director**

**Position:** ARTIST LIAISON FELLOW  
**Department:** Operations  
**Office:** Seasonal, unpaid full-time fellowship  
**Location:** Breckenridge, CO

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**The National Repertory Orchestra offers experiential learning on the ins and outs of an orchestra and a thriving career in the Arts! Spend a summer with our artistically minded team in Breckenridge, CO and build your on-the-ground, professional experience.**

**Description:**

The Artist Liaison Fellow works in an exciting role alongside some of the industry's most notable artists. This individual helps to facilitate an exceptional experience for all the NRO's guest artists. The Artist Liaison Fellow reports to the Director of Operations and works closely with the Orchestra Manager and the entire NRO team to ensure clear communication for guest artist appearances. This fellow can expect to work in a fast-paced team environment and will finish the fellowship having gained a broad understanding of non-profit operations and guest artist relations.

**Why You Will Love the NRO:**

The NRO is an inclusive organization dedicated to teamwork and a highly communicative atmosphere. This professional workplace encourages interaction, synergy, positive feedback, and goal-oriented individuals, all working together to enhance the future of classical music and the Arts.

Our vision is to break barriers between education, performance, and community to develop 21<sup>st</sup>-century musicians!

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**What You Will Do:**

Assisting the Director of Operations & Education in the daily functions of the festival gaining hands-on experience in the areas of guest artist support, artistic planning, and operations. Duties include but are not limited to:

- Create welcome packets and itineraries for guest artists (conductors, soloists, and clinicians)
- Arrange transportation for guest artists
- Ensure a welcoming environment in green rooms; snacks, refreshments, etc.
- Provide exceptional guest hospitality and customer service; customers defined as all stakeholders
- Attend guest artist appearances including receptions, masterclasses, rehearsals, and concerts
- Assist in communications with guest artists for production needs
- Manage guest comp ticket requests
- Assist with usher talks and pre-concert VIP receptions
- Assist various departments within Operations
- The Artist Liaison is the main point of contact between the Community Link program volunteers and musicians, coordinates sign-ups for events, and handles logistical details
- Other duties as assigned

**Candidate Profile:**

- Previous classical music experience is preferred
- Ability to read music and proficiency with Microsoft 365 required
- Must be able to handle confidential situations with an even-tempered and professional approach
- Must work well under pressure, prioritize effectively, and be detail-oriented
- Ability to lift, move or transport up to 35lbs

- Must be able to supply your own computer
- Must have a valid driver's license, clean driving record, and be able to operate vehicles of varying size
- Above all, must have a positive attitude and be a team player. Sense of humor preferred.

**Compensation:**

- ✓ FREE employee/fellowship housing in Breckenridge
- ✓ \$75 weekly food stipend
- ✓ Partial travel stipend

**Your Time in Breckenridge:**

The position will begin on Tuesday, June 4, 2024, with the last working day on Thursday, August 15, 2024.

Breckenridge Arrival: Monday, June 3, 2024 / Breckenridge Departure: Friday, August 16, 2024.

**How to Apply:**

Prepare a one-page resume along with a cover letter and a list of at least three references complete with their contact information and relationship to you. **Send to [info@nromusic.org](mailto:info@nromusic.org)**. Please type "**Artist Liaison Fellow**" in the subject line.

**Fellowships are open until filled.**

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**About the National Repertory Orchestra:**

Under the leadership of Music Director [Michael Stern](#), the [National Repertory Orchestra](#) (NRO) is a 501(c)(3) non-profit organization and a preeminent intensive fellowship that develops diverse, thoughtful and socially conscious musicians through experiential learning. The NRO inspires young professional musicians to be great leaders in their communities while ***Changing Lives Through Music!***

Founded in 1960 in Estes Park by cellist Walter Charles as the "Blue Jeans Symphony," the NRO has taken residencies in the most spectacular Colorado locations, including Evergreen, Keystone and, currently, Breckenridge. [Carl Topilow](#) was Music Director from 1978 until 2020 and maintains an active role with the orchestra as Music Director Laureate. During the summer, audiences can enjoy the NRO's music festival starring some of the most talented young professional musicians on the planet. The remarkable season also features a multitude of interactive community engagement events, education initiatives, and full orchestral concerts with renowned guest conductors and artists.

**Diversity, Equity and Inclusion:**

The National Repertory Orchestra is engaged in the ongoing work of identifying and dismantling systems of racism, discrimination, and barriers to access and is committed to build more just ones. We are focused on the actions necessary to build greater equity and inclusion, creating an environment where all people involved with the NRO can feel safe, welcomed, included and respected. To learn more, [read the NRO's DEI Statement](#).

The National Repertory Orchestra is proud to be an equal opportunity employer, and celebrates our employees' differences, regardless of race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, ability, or Veteran status.

[NROmusic.org](https://www.nromusic.org)

#NROmusic

