



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

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 Personnel Fellow is one of the primary points of contact for NRO's exceptionally talented musicians and works closely with internationally acclaimed artists. This person helps create and maintain the orchestra's schedule for rehearsals, performances, and masterclasses.

Reporting to the Orchestra Manager, the Fellow also works closely with the Director of Operations, Music Librarians, Music Director, and other festival staff to ensure clear and timely communication between the orchestra and administration. This fellowship is fast-paced and works in a team environment that will provide a broad understanding of non-profit operations and orchestra personnel management.

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 21st-century musicians!

What You Will Do:

Assist the Orchestra Manager in the daily functions of the personnel office, including but not limited to:

- Use OPAS to prepare regular orchestra service schedules for all NRO services and events
- Enforce the orchestra members contractual obligations in relation to duties and decorum
- Secure extra personnel as needed and approved
- Manage the beginning and ending of rehearsals and breaks
- Distribute materials and grocery stipends to the orchestra
- Coordinate pre-season and post-season musician housing assignments and inspections
- Assist in the coordination of masterclasses and seminars
- Manage personnel counts and catering for runouts
- Assist in the pick-up and distribution of musician's mail
- Provide quality customer service; customers defined as all stakeholders
- Other duties as assigned

Candidate Profile:

- Previous orchestra experience is required
- Ability to read music and proficiency with Microsoft Office 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 50lbs, with or without accommodation
- Must be able to supply your own computer
- Above all, must have a positive attitude and be a team player

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.** Please type “**Personnel Fellow**” in the subject line.

Fellowship is open until filled.

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

