



Changing Lives Through Music!
Michael Stern, Music Director

Position: ASSISTANT LIBRARIAN
Department: Artistic Administration
Office: Seasonal, full-time
Location: Breckenridge, CO

The National Repertory Orchestra offers a unique, hands-on experience in orchestral performance and arts administration. Spend your summer in beautiful Breckenridge, CO, gaining real-world skills to launch your arts career.

Description:

The Assistant Librarian assists the Principal Librarian in managing the operations of the NRO Music Library. This position helps to oversee the Library Fellow and four library bowing assistants (work-study orchestra members). The Assistant Librarian is expected to work closely and effectively with the Director of Artistic Administration, Orchestra Manager, Music Director, Stage Manager, and Guest Conductors to ensure clear communication regarding music needs for the festival and clear dissemination of this information.

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:

Perform duties at the request of Principal Librarian which include but are not limited to:

- Receive and inventory new acquisitions, rental music, and trade holdings
- Oversee bowing process: procurement and execution with library schedule, conductors, library staff, and bowing assistants
- Accurately maintain music library and catalog
- Music preparation as assigned: errata, page turn amendments, repair, bowings, create performance sets, and scanning
- Often serves as principal librarian as assigned
- Supervise work assignments for the Library Fellow and bowing assistants as directed by the Principal Librarian
- Assist with stage setup before, during, and after rehearsals and concerts as assigned
- Assist with pre-season and post-season set-up for library and festival
- Provide quality customer service to all staff and fellows
- Other duties as assigned

Candidate Profile:

- Previous orchestral and library experience is required
- Minimum 2 years of experience in a music library setting
- 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, climb stairs, and acquire music from overhead shelving with or without accommodation
- Must be able to provide own computer or laptop
- Must have a positive attitude and be a team player

Compensation:

- \$300-\$450 per week, depending on experience, paid in arrears on the 15th and last day of each month.
- FREE employee housing in Breckenridge (\$4000 value)
- \$85 weekly food stipend

Your Time in Breckenridge:

The position will begin in early June and run through mid-August. Exact dates TBA.

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 and please type "Assistant Librarian" in the subject line.

Applications are accepted until position is filled.

About the National Repertory Orchestra:

The National Repertory Orchestra (NRO) is a 501(c)(3) nonprofit dedicated to inspiring the next generation of classical musicians through transformative education and performance. Based in beautiful Breckenridge, Colorado, the NRO's prestigious, tuition-free Summer Music Festival brings together 80 exceptional musicians to perform more repertoire than any other festival of its kind. Under the leadership of Music Director Michael Stern and world-renowned guest conductors, the NRO presents up to 18 concerts and 85 free community events each season.

For over 60 years, the NRO has prepared musicians for successful professional careers, fostering leadership and connection through music. Our alumni now perform in major orchestras and serve as influential voices across the arts.

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.

