



Changing Lives Through Music!
Michael Stern, Music Director

Position: CEO AND DEVELOPMENT COORDINATOR
Department: Administrative
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 **CEO & Development Coordinator** is a unique opportunity to work closely with NRO leadership while gaining a comprehensive understanding of non-profit arts management. This person will support both the CEO and the Development Department, working on high-level administrative projects, donor engagement, and event coordination. The role is ideal for a candidate who is detail-oriented, eager to learn, and motivated to advance the organization's fundraising and development goals.

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.

What You Will Do:

CEO Administrative Support:

- Work side-by-side with the CEO to understand the daily and weekly flow of responsibilities.
- Manage scheduling, communications, and correspondence on behalf of the CEO with staff and community partners.
- Execute one long-term project assigned by the CEO.
- Assist with organization-wide initiatives across development, marketing, and special events.

Development & Donor Engagement:

- Help connect donors and sponsors with the orchestra, track donor benefits, and support relationship-building efforts.
- Assist with grant writing, proposals, and reporting.
- Support creation of donor communications, including appeal letters and summer mailings.

Event Coordination & Logistics:

- Assist in planning and executing home concerts, donor receptions, community events, and fundraising activities.
- Help manage event timelines, task lists, and day-of logistics (setup, cleanup, and guest experiences).
- Manage comp-ticket requests and coordinate with the ticket office.

Cross-Departmental Support:

- Collaborate with the marketing team on the annual Impact Report (surveys, data compilation, content suggestions).
- Attend and support rehearsals, outreach events, special events, concerts, and weekly staff meetings.
- Assist with merchandise sales, donor hospitality, and VIP guest needs at concerts.
- Perform other duties as assigned.

Candidate Profile:

- Must be organized, detail oriented and able to focus on multiple projects and deadlines simultaneously
- Professional, positive demeanor with the ability to interact effectively with donors, volunteers, staff, and community members.
- Excellent written and verbal skills are a must
- Ability to interact effectively with donors, volunteers, and staff in varied situations
- Must supply your own computer and have Proficiency with Microsoft Office 365, Google Docs, and ability to learn donor software (Donor Perfect).
- Comfortable working in a fast-paced, collaborative environment.
- Ability to lift, move or transport up to 50lbs (with or without accommodation)
- Knowledge of classical music is a plus
- Above all, a team player with a passion for arts and community engagement.

Compensation:

- ✓ \$200-\$300 per week 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.** Please type “**CEO and Development Coordinator**” in the subject line.

Applications are accepted until the 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.