



NATIONAL REPERTORY  
*orchestra*

## **National Repertory Orchestra – CEO Administrative Assistant Fellow**

**Department:** Administrative  
**Office:** Breckenridge – Seasonal  
**Location:** Breckenridge, CO

**Duties and Responsibilities:** Applicants can expect to work in a fast-paced team environment, and will finish the fellowship having gained a broad understanding of non-profit arts management. Applicants should be interested in orchestra and festival management, finance, marketing, special events, development, and work place flow.

Based out of the administrative offices, the CEO Administrative Fellow will report directly to the CEO and will work closely with the Director of Operations, Director of Development, Director of Marketing, Director of Finance, and other fellows and staff.

This position will be responsible for scheduling meetings, phone calls, appearances, and all other engagements for the CEO. S/he will also be involved in communications with staff, musicians, and community partners. Additionally the successful candidate can expect to research music and musical groups as assigned by the CEO. S/he will work on special projects as assigned by staff specific to development, marketing and special events as well as other duties as assigned.

**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:** The ideal candidate for the position will have a high level of organizational and communication skills. S/he will work in a timely, efficient and professional manner and possess a self-starter attitude. Successful applicants will also have the ability to prioritize in a multi-tasking environment with strict attention to detail. Excellent writing and computer skills are a must and should be well versed in PC and Mac Software. Above all, must have a positive and personable attitude and be a team player. Must be able to supply your own computer. Ability to lift up to 35 pounds.

**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](mailto:info@nromusic.com) with "CEO Fellow" as the subject line.