



ARTIST LIAISON FELLOW

Department: Operations
Office: Seasonal full-time
Location: Breckenridge, CO

Description:

The Artist Liaison 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. The Artist Liaison reports to the Director of Operations and works closely with the Orchestra Manager, CEO, Music Librarians, Music Director, Guest Conductors, and all other parties to ensure clear communication of guest artist appearances.

Duties and Responsibilities:

Assisting the Director of Operations 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)
- Transport guest artists
- Provide exceptional guest hospitality and customer service; customers defined as all stakeholders
- Attend guest artist appearances (receptions, master classes, rehearsals, 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

Qualifications:

- Previous classical music experience is preferred
- 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 up to 35 pounds
- 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:

Employee housing, weekly grocery stipend

Duration:

Arrive Monday, May 25 and begin work on Tuesday, May 26, 2020 – last working day Thursday August 6 and leave Breckenridge on Friday August 7, 2020.

Open until filled, please check back to website for availability:

Send a cover letter, resume and a list of at least three references (include contact information and how you know them) in PDF format to info@nromusic.org with "Artist Liaison Fellow" as the subject line.