



Position: ARTIST LIAISON 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 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.

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:

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 including receptions, masterclasses, rehearsals, and 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

Candidate Profile:

- 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, move or transport 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:

- ✓ FREE employee/fellowship housing in Breckenridge
- ✓ Weekly food stipend

Your Time in Breckenridge:

The fellowship will begin on Tuesday, June 7, 2022, with the last working day on Thursday, August 18, 2022.
Breckenridge Arrival: Monday, June 6, 2022 / Breckenridge Departure: Friday, August 19, 2022

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 “**Artist Liaison Fellow**” in the subject line.

Fellowships are open until filled.

LEARN MORE ABOUT THE NATIONAL REPERTORY ORCHESTRA

The [National Repertory Orchestra](#) is a 501(c)(3) non-profit organization and a preeminent intensive fellowship with a mission to develop diverse, thoughtful, and socially conscious musicians through experiential learning. We inspire young professional musicians to be great leaders in their communities while ***Changing Lives Through Music!***



Founded in 1960 in Estes Park by Walter Charles, the NRO has called Summit County, Colorado home for 36 years. During the summer, audiences can enjoy the NRO’s music festival featuring Music Director [Michael Stern](#) and other renowned conductors, guest artists and some of the most talented musicians on the planet.

COVID Policies and Vaccination Requirements:

Summit County Public Health Orders are continually evolving. Review the most current conditions at <https://www.nromusic.org/covid-19/>.

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

