



Position: ASSISTANT LIBRARIAN
Department: Operations
Office: Seasonal, full-time
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 Assistant Librarian assists the Principal Librarian in overseeing the operations of the NRO music library. This position helps to oversee the Library Fellow and six library bowing assistants (work-study orchestra members). The Assistant Librarian is expected to work closely and effectively with the Director of Operations, 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:

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

- Receive and inventory new acquisitions, rental music, and trade holdings
- Provide music to string principals and/or conductors for bowing, distribute and collect music at all services
- Check-out music and folders to musicians, determine orchestration needs, timings, and movement titles, marking and bowing parts
- Accurately maintain music library and catalog
- Photocopy practice and extra parts
- Create page turn inserts
- Repair music
- Often serves as principal librarian for pops and/or run-out concerts
- Will supervise work assignments for the Library Fellow and bowing assistants as directed by the Principal Librarian
- Assist with end-of-season breakdown and storage of all music and equipment
- Provide quality customer service; customers defined as all stakeholders
- Other duties as assigned

Candidate Profile:

- Previous orchestral and library experience is required
- Minimum 2 years of experience in orchestral operations and/or 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
- The job requires manual labor: lifting boxes of music weighing up to 40 lbs, climbing stairs, and acquiring music from overhead shelves
- Must be able to provide own computer or laptop
- Above all, must have a positive attitude and be a team player

Compensation:

- ✓ \$3,500
- ✓ FREE employee housing in Breckenridge
- ✓ Weekly food stipend

Your Time in Breckenridge:

The position 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 by Friday, February 4, 2022, at 5:00 PM, MST.** Please type “Assistant Librarian” in the subject line.

LEARN MORE ABOUT THE NATIONAL REPERTORY ORCHESTRA

The [National Repertory Orchestra](https://www.nromusic.org) 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

