



Position: DEVELOPMENT FELLOW
Department: Administrative
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:

This person can expect to work in a fast-paced team environment and will finish the fellowship having gained a broad understanding of non-profit arts operations and Development. Based out of the administrative offices, the Development Fellow will report to the Director of Development and work closely with the CEO, Director of Finance, Director of Marketing, Director of Operations, and other fellows and staff.

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:

- Conduct audience and musician surveys to be compiled into an impact report
- Fulfillment tracking of all major donors and benefits received
- Assist with donor events
- Assist with musician communication with sponsors, donors, and host families
- Manage all comp-ticket requests and communicate with the ticket office daily
- Ensure that logos, banners and display tables are present at all NRO performances
- Enter data in donor software (Donor Perfect)
- Assist with mailings throughout the summer
- Assist with grant and sponsorship proposals
- 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
- Other duties as assigned

Candidate Profile:

- Must be organized, detail oriented and able to focus on multiple projects and deadlines simultaneously
- A positive, professional, timely, and efficient demeanor
- Excellent written and communication skills
- Able to interact with donors, volunteers, and staff in varied situations.
- Must be able to supply own computer and be computer savvy
- Must be able to lift up to 35 pounds
- Knowledge of classical music is a plus
- Above all, must be a team player

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 by Friday, February 4, 2022, at 5:00 PM, MST.** Please type "**Development Fellow**" 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

