



*Changing Lives Through Music!*  
**Michael Stern, Music Director**

**Position:** COMMUNITY ENGAGEMENT MANAGER  
**Department:** Operations  
**Office:** Seasonal, full-time  
**Location:** Breckenridge, CO

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**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 Community Engagement Manager (CE Manager) is the outward facing musical administrator for some of the NRO's most impactful programs. This position works closely with area schools, non-profits, sponsors, and other local businesses to create a series of free and meaningful small-ensemble performances.

The CE Manager reports to the Operations Manager and works alongside the production team, the Orchestra Manager, the Alumni String Quartet, the Music Librarian, and other festival staff to ensure a high level of artistic excellence in all community programming. The CE Manager will gain exceptional experience in non-profit administration in a modern arts organization.

**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 21<sup>st</sup>-century musicians!

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**What You Will Do:**

Manage and develop all NRO Community Engagement (CE) programs, including but not limited to:

- Assign and schedule community and promotional ensembles
- Develop chamber ensembles' interactive performance plans
- Manage production needs and timelines for all events
- Distribute and collect musician performance plans and post-concert surveys
- Attend all community engagement events and orchestra concerts
- Manage the chamber music library and catalog
- Manage all instrument petting zoos and maintain instruments
- Assist with CE event set-up and live amplification
- Assist guest conductor with Family Concert planning
- Provide quality customer service; customers defined as all stakeholders
- Supervise the Community Engagement Fellow, who will assist the manager on all above responsibilities
- Remote pre-season work includes familiarization with CE programs and timelines
- Other duties as assigned

**Candidate Profile:**

- Previous experience in arts administration and/or chamber music experience is required
- Ability to read music and proficiency with Microsoft Office is required
- Applicant 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 40 pounds
- Must be able to supply your own computer
- Valid driver's license required

- Supplying own vehicle preferred
- Above all, must have a positive attitude and be a team player. Sense of humor preferred.

**Compensation:**

- ✓ \$350-\$450 per week, depending on experience, paid in arrears on the 15<sup>th</sup> and last day of each month
- ✓ FREE employee housing in Breckenridge
- ✓ \$75 weekly food stipend

**Your Time in Breckenridge:**

The position will begin in early June and run through mid-August. Exact dates TBA.

**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](mailto:info@nromusic.org)**. Please type **“Community Engagement Manager”** in the subject line.

**This position will remain open until filled.**

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**About the National Repertory Orchestra:**

Under the leadership of Music Director [Michael Stern](#), the [National Repertory Orchestra](#) (NRO) is a 501(c)(3) non-profit organization and a preeminent intensive fellowship that develops diverse, thoughtful and socially conscious musicians through experiential learning. The NRO inspires young professional musicians to be great leaders in their communities while ***Changing Lives Through Music!***

Founded in 1960 in Estes Park by cellist Walter Charles as the “Blue Jeans Symphony,” the NRO has taken residencies in the most spectacular Colorado locations, including Evergreen, Keystone and, currently, Breckenridge. [Carl Topilow](#) was Music Director from 1978 until 2020 and maintains an active role with the orchestra as Music Director Laureate. During the summer, audiences can enjoy the NRO’s music festival starring some of the most talented young professional musicians on the planet. The remarkable season also features a multitude of interactive community engagement events, education initiatives, and full orchestral concerts with renowned guest conductors and artists.

**Diversity, Equity and Inclusion:**

The National Repertory Orchestra is engaged in the ongoing work of identifying and dismantling systems of racism, discrimination, and barriers to access and is committed to build more just ones. We are focused on the actions necessary to build greater equity and inclusion, creating an environment where all people involved with the NRO can feel safe, welcomed, included and respected. To learn more, [read the NRO's DEI Statement](#).

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](http://NROmusic.org)

#NROmusic

