



ALLENTOWN SYMPHONY ASSOCIATION

OPEN POSITION

Job Title: Assistant Orchestra Librarian

Reports to: Orchestra Librarian; also reports to Artistic Operations Manager

Direct Reports: N/A

FLSA Status: Hourly/Non-Exempt

ORGANIZATION DESCRIPTION AND JOB SUMMARY:

The Allentown Symphony Association (ASA) operates the Allentown Symphony Orchestra (ASO), El Sistema Lehigh Valley (ESLV), and is the owner/operator of Miller Symphony Hall in downtown Allentown, PA. Since 1951, the ASO has been the premiere professional symphony orchestra of the Lehigh Valley and currently presents a variety of classical, pops and family concerts. As the operator of Miller Symphony Hall, the ASA also presents a number of non-orchestra events including the Jazz Upstairs series, Metropolitan Opera: Live in HD broadcasts, Live OnStage, and a variety of other concerts.

The **Assistant Orchestra Librarian** assists the Orchestra Librarian in the preparation of parts and scores for Allentown Symphony Orchestra concerts, and serves as the on-duty Librarian when the Orchestra Librarian is not in attendance.

The tasks associated with this position include, but are not limited to, the following:

- Copying parts and scores for distribution to ASO musicians, the Music Director, ASO Chorus members, and other staff and artists as needed.
- Copying string bowings into string parts and ensuring that bowings are consistent and match the principal part and/or score
- Packaging and mailing parts and scores to musicians
- Attending ASO rehearsals and performances when the Orchestra Librarian is not present, and handling any music library needs that may arise during said services
- Assist with annual ASO auditions, ensuring that audition packets for candidates and judges are complete and distributed properly

REQUIREMENTS:

- Bachelor's Degree in the Performing Arts, Arts Administration, Business or an equivalent field; current students in the aforementioned degree programs are welcome to apply
- 1 or more years of experience in orchestral music or arts related work
- Knowledge of orchestral music and instruments of the orchestra. Knowledge of string instruments a plus.

- Strong organization, communication (written and oral), and problem-solving skills with the ability to work in a fast-paced environment.
- Ability to work evenings and weekends.
- Computer fluency in MS Office products including word, excel, adobe, etc.
- A driver's license and access to a vehicle.
- Working knowledge of large-scale copy machines and other music library tools a plus.

This position is paid hourly at \$15/hour as needed, and will be paid bi-weekly. This position will receive a W-2.

Please submit a resume and cover letter to resumes@allentownsymphony.org. Consideration of applications will begin immediately until the position is filled.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for an interview.

The Allentown Symphony Association provides equal employment opportunities to all employees and applicants for employment. No one will be discriminated against, or receive preferential treatment because of race, creed, color, religion, sex, affectional or sexual orientation, national origin, ancestry, age, marital status, non-job-related disability, social class, status as a Vietnam-era or special disabled veteran, or any other legally protected status.

August 2025