



ALLENTOWN SYMPHONY ASSOCIATION

OPEN POSITION

Job Title: Personnel Manager

Reports to: Director of Artistic Operations

Direct Reports: N/A

FLSA Status: Part-time/Non-Exempt (Contract Position)

LOCATION, ORGANIZATION DESCRIPTION, AND JOB SUMMARY:

Allentown is the third largest city in Pennsylvania and part of the Lehigh Valley region of eastern PA. **Conveniently located 90 miles west of New York City and 60 miles north of Philadelphia**, the Lehigh Valley is a growing and culturally diverse region with vibrant arts, education, healthcare, and historic resources. Summer festivals include the PA Shakespeare Festival, the official Shakespeare Festival of the State of Pennsylvania, and MusikFest, the nation's largest non-gated free music festival. In 2024, the nearby Historic Moravian Bethlehem District was named an UNESCO World Heritage Site. Allentown's diverse population is nearly 70% persons of color, with 54% identifying as Hispanic/Latino. Despite its proximity to the eastern seaboard, Allentown and the greater Lehigh Valley enjoy a lower cost of living compared to nearby metro areas, while also providing a high quality of life for its residents.

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. With a current operating budget of \$4M, the ASA is a Group 3 orchestra as defined by the League of American Orchestras and counts professional musicians from metro New York, Philadelphia, Baltimore, and Wilmington, DE in addition to nearby New Jersey among its ranks. Esteemed conductor, educator, and author Diane Wittry is currently in her 31st season as Music Director/Conductor. 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 **Personnel Manager** manages all orchestral personnel needs of the ASO. Working closely with the Director of Artistic Operations and Music Director, this position is responsible for hiring and coordinating tenured members and substitute/extra musicians for each ASO performance, as well as implementing the organization's collective bargaining agreement (CBA) with its musicians. This position interacts with the Orchestra Committee.

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

- Issue annual musician contracts in accordance with the CBA for all performances – this responsibility would commence with the 2026-27 season
- Develop and maintain the substitute/extra musician list in consultation with the Music Director and orchestra principals.
- Ensure all needed musicians are hired including substitutes, extra and appointed musicians as needed.
- Attend all services of the ASO to record attendance, start/stop services and breaks, make appropriate announcements, handle questions/inquiries and ensure CBA is being followed.
- Submit all musician payroll paperwork to the Director of Artistic Operations following each set of services.
- Notify the Orchestra Librarian & Assistant Librarian of the orchestra roster for each concert, including part designation and seating order for strings.
- In compliance with the CBA, and under the supervision of the Director of Artistic Operations, implement all aspects of orchestra auditions for open positions and to augment the substitute/extra list.
- Using the organization's OPAS database:
 - Maintain a current database of tenured, tenure-track, appointed, and substitute/extra musician information.
 - Assign and track personnel attendance and payroll information.
- Communicate with the orchestra members on behalf of the ASA
- Be available as first point of contact for musician concerns and disagreements

REQUIRED EDUCATION, EXPERIENCE AND ABILITIES:

- Bachelor's Degree in the Performing Arts, Arts Administration, Business or an equivalent field and/or 3 or more years of experience in arts administration or arts related work.
- Knowledge of orchestral music and instruments of the orchestra.
- 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, outlook and powerpoint.
- A driver's license and access to a vehicle.

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment i.e. copier, scanner.
- Ability to be on one's feet for extended periods of time.

PREFERRED EDUCATION, EXPERIENCE AND ABILITIES:

- Working knowledge of OPAS
- Experience with unionized employees

The ASA offers a contracted salary commensurate with experience, with a minimum annual salary of \$22,000.

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