



# ALLENTOWN SYMPHONY ASSOCIATION

## OPEN POSITION

**Job Title:** Orchestra Librarian

**Reports to:** Director of Artistic Operations

**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), and owns/operates its theatre, Miller Symphony Hall, allowing the ASA to have complete control of its schedule. 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 30<sup>th</sup> 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, holiday, and family concerts. Its lauded education program El Sistema Lehigh Valley is an immersive, daily music education program offered to students in grades K-12. The ASA also presents other educational engagement programs and non-orchestra concerts. Miller Symphony Hall, first opened in 1899, is a historic theater and cornerstone of Allentown's Arts District.

The **Orchestra Librarian** orders, catalogs, prepares, scans, and distributes music for all Allentown Symphony Association's activities, including all rehearsals and concerts. This includes orchestra concerts, chamber music concerts, chorus, educational concerts, audition materials, and any activities involving musical performance.

This position is a part-time contract position which reports directly to the Director of Artistic Operations and supervises the Assistant Librarian position.

## **RESPONSIBILITIES & OUTCOMES:**

### **Maintain the Music Library**

- Catalog and inventory all music purchased in OPAS and regularly export and update an excel spread sheet to maintain a current database of all music in the ASO library.
- Annually Provide a copy of the catalogue to the Music Director and keep a printed copy available in the music library.
- Number and mark with the Allentown Symphony Association stamp all purchased music.
- Maintain the music library in a neat and professional manner, keeping all of the Allentown Symphony Association's purchased music in complete sets by instrumentation so that it is ready to be performed
- Administrate the loan of music library material when applicable
- Oversee music library supplies and re-ordering of supplies

### **Concert Music Ordering, Preparation, & Distribution**

- Coordinate with the Music Director and other conductors to determine the editions and publications to be used for the season's repertoire.
- Work with the Operations/Personnel Manager to prepare a complete list of instrumentation requirements for each performance during the season.
- Price and order all music required for rehearsal and performances by the Orchestra and the Chorus. Check for program repeats and negotiating the lowest possible fees for rental music.
- Obtain permission from the publishers/rental agencies for all Orchestra radio and TV broadcasts. Provide these budget numbers in advance to the Operations Manager.
- After inventory or ordering of each piece, check instrumentation against the Allentown Symphony Association's published instrumentation requirements for each concert and inform the Operations/Personnel Manager immediately of any discrepancies, particularly where related to percussion and keyboard requirements.
- Coordinate with conductors so that rehearsal letters and/or numbers in the orchestral parts match the conductors' scores
- Oversee the transfer of bowings, articulations, dynamics, divisi markings, and other expressive markings to all orchestral string parts as received from the Concertmaster, Principals, Music Director, and other Conductors.
- Check new music against available Errata lists. Proofread parts and score when necessary.
- Print out sets of parts for new compositions as needed
- Check string parts for bad page turns and add inserts as needed to solve the problems
- Prepare inserts, transitions, and additions as requested by the Music Director
- Scan all music and upload to Google Drive for musicians to access early
- Photocopy or scan, print, and assemble parts as needed for opera concerts or special concerts with lots of shorter pieces or excerpts
- Ensure that music folders are prepared for distribution to all orchestra members. Send copies of any necessary music to extra musicians when the Personnel Manager indicates extras have been hired

- Meet all organizationally set deadlines for the mailing and distribution of music for each concert. Note: organizational deadlines set for each concert may be earlier than the union specified deadlines.

### **Rehearsals, Concerts, and the Return of Music**

- Transport music to and from symphony rehearsal and performance venues
- Attend all performances and rehearsals
- At concerts, make sure that the conductor's score is on the stand at the podium, opened to the first page, before the beginning of each piece (as directed by the conductor)
- Oversee the collection of sheet music following concerts and rehearsals, perform erasing of markings as needed, and return sheet music to rental agencies within the agreed time period, or to the Allentown Symphony Association's Music Library
- Reorder lost parts and inform personnel manager of all lost music and cost to replace so that the musician can be charged appropriately. This should be done within 10 days of the concert performance.

### **Budgeting and Reporting Performances**

- From information provided by the Director of Artistic Operations and the Music Director prepare and submit a estimated season's budget for music purchases and rentals for all performances and musical activities
- Prepare program reports for America Society of Composers, Authors, Publishers (ASCAP)
- Examine drafts of concert program pages for the Allentown Symphony Association's program book as requested by the Marketing department

### **Auditions**

- Work with the Personnel Manager to create copies of music excerpts used in Allentown Symphony Association auditions. Get permission from rental agents/publishers for use of excerpts when necessary.
- Maintain and update audition books
- Provide marked music excerpt scans to be added to the website or distributed to musicians who are signed up to audition

### **Symphony Chorus**

- Order music as needed for the ASO Chorus
- Work with the Manager of the ASO chorus for distribution and collection of Chorus music

### **Guest High School Choruses or other Choruses**

- Prepare music as needed for performances and mail or deliver to the partner chorus director

### **Young Musicians Festival and other Musical Events or Outreach Activities**

- Work with the Director of Education to order, Print, Mark, Organize, and Distribute Music as needed for the Young Musicians Festival and any other outreach activities and performances of the ASA that involve music
- Work with Musician-in-Residence to coordinate any music for their outreach programs as needed

### **New Music Chamber Music Concerts**

- Work with the composers to make sure all scores and parts are at MOLA standards and that all page turns are good for the musicians.
- Be available to provide MOLA library guideline instructions to all composers involved
- Provide scores and parts to all musicians in both a Google Drive and printed format
- Provide sets of scores for Music Director and Composer in Residence

Perform all other music library duties as directed by the Executive Director, Director of Artistic Operations, and Music Director.

The above is intended to describe the principal responsibilities and outcomes, and the associated requirements, as well as the work environment. It is not intended as an exhaustive list of all aspects of the job.

### **REQUIRED EDUCATION, EXPERIENCE AND ABILITIES:**

- High school diploma
- Previous music library experience
- Fluent ability to read music
- Computer skills and experience with spreadsheets, word processing, and database programs (Preferably experience with OPAS)
- Experience with computer music notation software and hand manuscript notation
- Ability to work nights and weekends
- Ability to handle direction and requests from many people and multiple tasks concurrently
- Respond in a cordial and professional manner to musician inquiries and needs
- Ability to work independently as well as be a team player
- Exceptional project planning and organizational skills with attention to detail
- Ability to meet all deadlines
- Even temperament and ability to handle rush periods
- Ability to work well under pressure
- Possess strong self-motivation

### **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.
- Ability to lift boxes of music and paper weighing up to 50 lbs
- Ability to write or erase pencil markings for extended periods of time

### **PREFERRED EDUCATION, EXPERIENCE AND ABILITIES:**

- Bachelor's Degree in Music or Music Performance
- Experience with unionized orchestras
- Supervisory experience
- Knowledge of orchestral classical and pops repertoire

Compensation: Annualized salary of \$23,000-\$25,000 payable in monthly installments. This contract position is hybrid, including a limited work from home option.

Please submit a resume and cover letter to [resumes@allentownsymphony.org](mailto:resumes@allentownsymphony.org)

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.

April 2026