



Job Title: Manager of Education & Artistic Operations

Reports to: Director of Artistic Planning & Operations

Direct Report: n/a

FLSA Status: Full-time/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 (MSH) 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. The ASA also presents a number of non-orchestra events at MSH including the Jazz Upstairs series, Metropolitan Opera: Live in HD broadcasts, Live OnStage, and a variety of other concerts.

The **Manager of Education & Artistic Operations** is responsible for all administrative tasks related to the design, development, execution, and maintenance of nearly all ASA educational programming. They are also responsible for working closely with the Director of Artistic Planning & Operations on executing events outside the realm of education, including working closely with guest artists, composers, and conductors to facilitate smooth visits. This person is additionally expected to build and maintain relationships with arts professionals, community groups, and educational institutions in the Lehigh Valley that strengthen the ASA's impact in this region. This position is the primary staff liaison to the Board of Director's Education/Schadt Competition Committee and the ASA's Latin Leadership Committee.

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

Education & Community Engagement

- Create, supervise & implement education and community engagement programs including:
 - Youth & Family concerts (Tasks include developing script, visuals, and student engagement activities, as well as soliciting and coordinating school attendance at Youth concerts; orchestra operations will be managed by the Director of Artistic Planning & Operations)
 - Orchestra Lab
 - Young Musicians String Festival
 - City Arts Camp

- Schadt National String Competition (Tasks include application submission and review, coordination of semi-finalist homestays and other needs, and communication with semi-finalists and their hosts)
- Schadt String Scholarships & Awards
- Masterclasses
- Composers Collaborative & New Chamber Music Programs
- Community activities offered through Composer-in-Residence Program
- Community performances offered through Musician-in-Residence Program
- Other community-based programming, including events recommended by the Latin Leadership Committee
- Where applicable, solicit applications for student participants in ASO concerts and coordinate selection process for these opportunities
- Work directly with the ASO's Music Director & Conductor and Assistant Conductor, as well as the Board of Director's Education/Schadt Competition Committee, to plan and implement education programming.
- Work directly with the ASA's Latin Leadership Committee and any other community- or affinity-based committees formed in the future to identify engagement opportunities and plan events to draw in new audiences
- Gather feedback from patrons, donors and stakeholders to evaluate education and community engagement programs and increase their community impact.

Publicity for & Development of Education and Community Opportunities

- Identify and recommend additional opportunities the ASO can offer for Lehigh Valley students and community members
- Update and maintain the Education-related sections of the ASA webpage, ensuring all programs, requirements, and sign-up procedures are available on the website for each relevant program
- Coordinate with the Marketing Department on all marketing of Education and community engagement events, including print, posters, flyers, digital, grassroots, and social media
- Provide information as requested to assist in grant applications and other potential funding sources for Education and Community programming
- Connect with external organizations to identify opportunities for partnership & innovative programming and actively search for community champions and partners who can advance the ASA's education and community engagement efforts.
- Build and manage relationships with education professionals throughout the Lehigh Valley to encourage increased participation with ASA Education programs.
- Represent the ASA to external organizations with the intention of increasing program awareness.

Artistic Operations

- Act as primary contact for pre-arrival coordination of logistics for guest artists, conductors, and composers, including tasks such as:
 - Create artist itineraries and distribute to guest artists in a timely fashion
 - Communicate with guests in advance of their visits to solicit any additional information needed and address any questions they may have, as well as practice needs and other accommodations

- Provide ground transportation as needed/assigned for guest artists
- Coordinate hotel needs for guest artists
- Coordinate with Food & Beverages Manager on hospitality, meal needs, and dressing rooms needs, as dictated by artist contracts
- Carefully review contracts in advance of guest artist visits to ensure all provisions are fulfilled
- Provide on-site operations support and attend to guest artist needs at ASA events as determined by the Director of Artistic Planning & Operations. Events to support include:
 - All events previously outlined in the education and community engagement section, unless otherwise agreed with Director of Artistic Planning & Operations
 - Jazz Upstairs concerts and sound checks
 - Meet the Artist events
 - Orchestra auditions
 - Live OnStage events as assigned
 - Allentown Symphony Orchestra rehearsals and concerts that involve community participation, or when assigned on a coverage-as-needed basis
 - Other events as determined by the Director of Artistic Operations
- Attend monthly production meetings and work weekly with Director of Artistic Planning & Operations to stay apprised on operations' plans for events
- Assist Director of Artistic Planning & Operations in creating & managing annual expense projections for all Education and community engagement operations
- Maintain detailed records and files as related to all operations
- Perform all other event support work and duties as assigned by the Director of Artistic Planning & Operations

Required Education, Experience and Abilities:

- Bachelor's Degree
- At least 1 year of experience in education or operations at a performing arts organization
- Knowledge of orchestral music and music education
- Strong organization, communication (written and oral), and problem-solving skills with the ability to work in a fast-paced environment managing multiple projects
- Ability to meet deadlines
- Ability to work evenings and weekends.
- Excellent presentation and public-speaking skills
- Excellent organization and attention to detail
- Ability to work under observation
- Fluency in MS Office products including word, excel, outlook and powerpoint.
- Working knowledge of social media
- A driver's license and access to a vehicle.

Preferred Education, Experience and Abilities:

- Bachelor's and/or master's degree in music, music education, arts management or equivalent
- Working knowledge of video & audio editing software
- Experience working with volunteers/board members
- Experience working for a professional orchestra

- Experience working with unionized musicians and/or stage crews and complying with CBA regulations

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner
- Ability to lift up to 50 pounds and be on one's feet for extended periods of time

Compensation: \$54,000-\$58,000 per annum. This position is hybrid, including a limited work from home option. The ASA offers a comprehensive benefits package including medical, dental, vision, life, and long- and short-term disability insurance; generous paid time off; 403(B) retirement plan option; and medical/dependent care flexible spending accounts (FSAs). The ASA is an approved employer for Public Service Loan Forgiveness (PSLF) through the U.S. Department of Education. Relocation reimbursement may also be included as part of an offer.

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.

June 2026