



ALLENTOWN SYMPHONY ASSOCIATION

OPEN POSITION

Job Title: Facilities Manager

Reports to: Director of Hall Operations

FLSA Status: Full-time/Exempt

JOB SUMMARY:

The Allentown Symphony Association (ASA), a 501(c)3 not-for-profit organization, operates the Allentown Symphony Orchestra (ASO), El Sistema Lehigh Valley, **and owns/operates its theatre, Miller Symphony Hall**, a historic 1,100-seat performing arts venue in the heart of Allentown, PA.

The ASA seeks a **Facilities Manager** responsible for the upkeep and long-term care of Miller Symphony Hall and its systems. The position will oversee day-to-day facility maintenance, implement preventive maintenance schedules, and coordinate building services. At the same time, this role will play a vital part in capital improvement initiatives as the organization embarks on a major building campaign, assisting in proposal gathering, vendor coordination, and project management. The position will oversee the building's custodial crew and is the primary staff point of contact for the Board of Director's Facilities Committee.

This is a unique opportunity for a proactive and detail-oriented facilities professional to steward a historic community landmark while helping to shape its future.

RESPONSIBILITIES & OUTCOMES:

Building Operations & Maintenance

- Develop, implement, and track routine preventive maintenance schedules for all building systems, including HVAC, electrical, plumbing, fire protection, security, elevators, and life safety systems.
- Maintain facility records, inspection logs, and compliance documentation.
- Schedule and oversee regular repairs, vendor services, and contracted work.
- Carry out modest “handyman” repairs such as, but not limited to, replacing lights, touch-up painting, exterior landscaping upkeep, small dents/hole repairs, etc.
- Schedule, supervise, and evaluate 2-person custodial crew who are both independent contractors. Custodial crew handles both cleaning and room set-up needs.
- Ensure safety, accessibility, and code compliance throughout the building.
- Conduct routine inspections of the theatre and support spaces to identify and address issues proactively.

Capital Improvements & Campaign Support

- Support organizational leadership in managing renovation and capital projects, from planning through execution.
- Act as primary point of contact for all vendors and construction managers while planning and during renovation work.
- Research, solicit, and gather contractor/vendor proposals; assist with bid analysis and recommendations.
- Collaborate with architects, engineers, and contractors on capital initiatives.
- Monitor progress of approved capital projects to ensure scope, quality, budget, and timelines are met.
- Provide input on facility priorities and help align long-term improvements with the capital campaign vision.

Budget & Resource Management

- Assist with development and management of the facilities portions of the organization's operating budget.
- Working with Director of Finance, track and manage expenses related to maintenance and capital projects.
- Recommend cost-effective solutions for building operations and improvements.

Operational Partnerships

- Provide on-site support and coverage for the building's environment needs during rehearsals, concerts, education events, and rental events. Environmental needs include, but are not limited to, temperature control and fixing any issues that may arise such as electric supply, lighting, sound disturbances, security, and damaged/broken equipment or infrastructure.
- Coordinate with theatre staff to minimize operational disruptions during performances, rehearsals, and events.
- Serve as primary point of contact for building vendors, inspectors, and service providers.
- Foster positive working relationships with staff, contractors, and community partners.

Required Education, Experience and Abilities:

- High School Diploma or equivalent.
- 5 or more years of experience in facilities management, building operations, or related field
- Strong knowledge of building systems (HVAC, mechanical, electrical, plumbing, and fire/life safety).
- Experience with preventive maintenance planning and vendor management.
- Familiarity with construction projects, capital improvements, and contractor coordination.
- Knowledge of OSHA regulations and safety standards.
- Understanding of building codes, accessibility requirements, and environmental sustainability practices.
- Strong technical aptitude for diagnosing and addressing building system issues.
- Strong organization, communication (written and oral), budgeting, and project management skills.

- Ability to work independently and problem-solve in a fast-paced environment.
- Ability to work evenings and weekends; Flexibility to respond to building needs on short notice.
- Computer fluency in MS Office products including word, excel, outlook and powerpoint.
- A valid US driver's license and access to a vehicle.

Preferred Education, Experience and Abilities:

- IFMA (International Facility Management Association) certification or equivalent preferred.
- Familiarity with facility management software and work order tracking systems.
- Experience with historic or performing arts facilities preferred.
- Experience working with volunteers.
- Familiarity with orchestral music and other traditional performing arts

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 operate building systems as needed.
- Ability to lift up to 50 pounds and be on one's feet for extended periods of time.

Compensation: \$65,000-\$70,000 per annum. When possible, this position includes 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).

Please submit a resume and cover letter to 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.

ORGANIZATION DESCRIPTION & LOCATION:

With a current operating budget of \$4.1M, the ASA operates 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 32nd 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.

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.

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