



# ALLENTOWN SYMPHONY ASSOCIATION

## OPEN POSITION

**Job Title:** Artistic Operations Manager

**Reports to:** Executive Director

**FLSA Status:** Full-time/Exempt

### ORGANIZATION DESCRIPTION AND JOB SUMMARY:

The Allentown Symphony Association (ASA) operates the Allentown Symphony Orchestra (ASO), the Allentown Symphony Chorus, El Sistema Lehigh Valley, 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. 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 as well as having a Composer in Residence. Miller Symphony Hall, first opened in 1899, is a historic theater and cornerstone of Allentown's Arts District.

The **Artistic Operations Manager** oversees the planning and execution of all productions presented by the ASA, including ASO concerts and activities, Jazz Upstairs, Live OnStage and the Met Opera: Live in HD series. Working closely with the Executive Director and Music Director, this position is responsible for implementing the organization's season schedule and ensuring that productions are produced efficiently, cost-effectively, and in line with all work rules and regulations. This position oversees implementation of the ASO's collective bargaining agreement (CBA) with its musicians and provides support for artistic planning and guest artist/composer needs. The position implements all aspects of concert production and interfaces across the organization to ensure all components of every ASA program reach the highest levels of professionalism and quality. This person supervises the Orchestra Personnel Manager, ASO Chorus Manager, Orchestra Librarian, and Assistant Orchestra Librarian; they also interact with the Orchestra Committee and the Board of Director's Artistic Planning and Jazz Committees.

### RESPONSIBILITIES & OUTCOMES:

#### Concert Production

Planning, implementing, and overseeing all aspects of ASO, Jazz Upstairs, Live OnStage, Met Opera: Live in HD, and chamber music concert production such as, but not limited to:

- Working with the Music Director, Executive Director, and Director of Finance, draft and finalize comprehensive budgets for all ASA presentations.
- Prepare materials for and attend regular meetings of the Board's Artistic Planning and Jazz Committees.

- Attend and liaison with production and hall staff for all ASO and ASA performances.
- Coordinate all equipment, staging needs, and licenses for all performances.
- Coordinate with the Box Office/Front of House staff for any performer needs
- Coordinate all Chorus auditions, rehearsals, and performance details with the Allentown Symphony Chorus Manager and Chorus Master.
- Coordinate logistics for ASO Auditions in conjunction with the Personnel Manager.
- Coordinate logistics for Symphony Serenade performances.
- Provide Marketing & Sales and Development departments with concert program information, and proofread publications with this information to ensure accuracy.
- Using the organization's OPAS database:
  - Create the season schedule and assign repertoire and personnel needs
  - Maintain a current database of ASO musicians and Guest Artists across all programs

### **Guest Artists/Composer-in-Residence/Conducting Fellows/Guest Composers**

- Assist Music Director on research of guest artists and composers to commission.
- Finalize contractual details with Artist Managers and Individual Artists and Composers
- For guest artists, commissioned composers (including Composer-in-Residence) and conducting fellows:
  - Negotiate fees for Jazz Upstairs and Live OnStage artists.
  - Draft all contracts and schedules and review tech riders for Executive Director approval and ensure contract obligations are fulfilled.
  - Coordinate itineraries, rehearsal/practice schedules, music, transportation, hotel/home stay arrangements, media appearances, and hospitality/dressing room needs for all rehearsals and performances.
  - Retrieve biographies and photographs for program book and marketing. Make sure that bios are current and of an appropriate length for use in Marketing.
  - Interface with Director of Education for education and community engagement activities including in-school performances or appearances and masterclasses.
  - Process payment checks for all guest artists, composers, conducting fellows

### **Collective Bargaining**

- Working with Executive Director and Orchestra Personnel Manager, research and prepare materials for contract collective bargaining sessions.
- Participate as part of management in collective bargaining sessions.

### **Required Education, Experience and Abilities:**

- Three (3) or more years of experience in arts administration or arts related work; experience with unionized employees a plus.
- High School Diploma or equivalent.
- Demonstratable 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 on multiple tasks and projects at the same time

- Ability to work evenings and weekends.
- Computer fluency in MS Office products including word, excel, outlook and powerpoint.
- A valid US driver's license and access to a vehicle.
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**Preferred Education, Experience and Abilities:**

- Bachelor's Degree in the Performing Arts, Arts Administration, Business or an equivalent field.
- Working knowledge of OPAS.
- Experience negotiating/implementing union collective bargaining agreements.
- Experience supervising employees and working with volunteers.
- Knowledge of opera, jazz and jazz groups/performers.
- Experience booking artists through their management.

**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.

The ASA offers a salary commensurate with experience and 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](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.

October 17, 2022