OPEN POSITION

Job Title: Director of Education
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), El Sistema Lehigh Valley (ESLV), 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.

The Director of Education is responsible for all administrative tasks related to the design, development, execution, and maintenance of ASA educational programming. As a member of the Lehigh Valley education community, this person is also expected to build relationships with other education professionals who work with the Lehigh Valley’s K-12 school districts as well as area colleges and universities. The Director of Education supervises the ESLV Program Manager.

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

Administrative Functions:

- Create, supervise & implement the sustained efforts of all education activities, including:
  - City Arts Camp
  - Youth & Family Concert
  - Young Musician String Festival
  - Composer in Residence Program
  - Schadt National String Competition
  - Schadt Scholarships & Awards
  - Petting Zoo
  - Masterclasses

- Working closely with its Program Manager, provide leadership and supervision for El Sistema Lehigh Valley
- Create a master calendar & timeline for Education Activities and all ESLV events & operations
- Analyze, and report measurable outcomes to evaluate programs effectiveness.
- Build and manage relationships with education professionals throughout the Lehigh Valley in order to encourage increased participation with ASA Education programs.
• Update and implement the strategic plan for ESLV guided by the philosophy of the Venezuelan El Sistema & identify measurable outcomes
• Create & manage annual expense projections for all Education/ESLV operations.
• Maintain detailed records and files as related to all operations.
• Update and maintain the Education-related sections of the ASA webpage
• Work with Marketing Department and ESLV Program Manager & Operations Coordinator to manage all social media associated with Education & ESLV, videos, photos, FB, notices, and flyers
• Gather feedback from patrons, donors and stakeholders to evaluate education programs progress and increase the general community impact
• Connect with external organizations to identify opportunities for partnership & innovative programming
• Represent the ASA to external organizations (Locally, Regionally, Nationally, Internationally), with the intention of increasing program awareness.
• Serve as the ASA’s lead education spokesperson and brand ambassador through speaking engagements, public and social appearances, fundraising events, and other high-profile opportunities
• Engage stakeholders by participating in the Education/Schadt Committee of the ASA Board of Directors
• Keep material current and ensure that all programs, requirements, and sign-up procedures are available on the website for each relevant program
• Work with ASA Development Director to cultivate relationships with new and existing donors and apply to potential grants and funding sources.
• Actively search for community champions and partners who can advance the ASA’s education efforts.
• Attend ASA events as determined by the Executive Director and perform all other duties as assigned by the Executive Director

Qualifications:

• Bachelor’s Degree in Music, Music Education, Music Business or equivalent
• At least 3 years of experience in music education or performing arts organization education
• 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
• Able to meet deadlines
• Ability to work evenings and weekends.
• Excellent presentation and public-speaking skills
• Ability to lift up to 50 pounds and be on one’s feet for long periods of time
• Ability to work under observation
• Bilingual in English and Spanish a plus
• Fluency in MS Office products including word, excel, outlook, publisher and powerpoint.
• Working knowledge of social media
• Working knowledge of video & audio editing software
• A driver’s license and access to a vehicle.
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). Relocation reimbursement may also be included as part of an offer.

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.

July 2021