



ALLENTOWN SYMPHONY ASSOCIATION

OPEN POSITION

Job Title: Program Manager, El Sistema Lehigh Valley

Reports to: Director of Education

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. El Sistema Lehigh Valley, among a half-dozen ASA education programs, is an immersive, daily music education program offered to students in grades K-12. Miller Symphony Hall, first opened in 1899, is a historic theater and cornerstone of Allentown's Arts District.

The **Program Manager, El Sistema Lehigh Valley** is responsible for all administrative and artistic tasks as related to ESLV's development, execution, and sustainment. The ESLV Program Manager is expected to supervise the ESLV Operations Coordinator, and oversee all ESLV Teaching Artists. These tasks associated with this position include, but are not limited to the following:

Administrative Functions:

- Create & implement a strategic plan for the sustained efforts of ESLV, guided by the philosophy of the Venezuelan El Sistema, & identify measurable outcomes
- Create a program structure compliant with available resources
- Serve as the ASA's lead spokesperson and brand ambassador through speaking engagements, public and social appearances, fundraising events, and other high-profile opportunities
- Work with Operations Coordinator to manage all social media associated with ESLV, videos, photos, FB, notices, and flyers
- Work directly with various departments of the ASA including Education, Development and Marketing
- Analyze, and report measurable outcomes to evaluate program effectiveness
- Identify innovative ways to impact the community, as outlined by a strategic plan
- Actively search for community champions and partners who can assist ESLV's development & sustainment
- Works with Operations Coordinator to recruit and coordinate visits of all guests (Guest Artists, Stakeholders, Conducting Fellows, Donors)
- Develop meaningful relationships with ESLV stakeholders

- Create & supervise annual budget projection for ESLV operations
- Maintain detailed records and files as related to ESLV
- Responsible for the acquisition of non-monetary resources for ESLV, and works directly with ESLV Operations Coordinator to distribute resources
- Attend ASA events as determined by the Executive Director
- Perform all other duties as assigned by the Executive Director

Artistic Functions:

- Create and implement an artistic vision for ESLV that allows ESLV to sustain engagement of participants as they grow as musicians and citizens
- Recruit, hire, and manage the ESLV Teaching Artists
- Work with the ESLV Teaching Artists to create and implement a curriculum that is consistent with ESLV's artistic vision
- Create discipline and attendance policies
- Create, implement, and oversee the implementation of lesson plans that are consistent with the artistic vision and curriculum, as the lead teaching artist, and teacher within ESLV
- Select or arrange repertoire that is appropriately tiered for participants
- Evaluate effectiveness of existing curriculum & explore options to address the musical progression of participants
- Ability to lead string orchestra rehearsals
- Find opportunities for the professional development of ESLV TA's to maximize program effectiveness, both socially & musically
- Explore opportunities for innovative musical programming, and cross-disciplinary activities that enrich existing ESLV activities

Qualifications:

- Four-year undergraduate degree or equivalent experience required; post-graduate degree or equivalent experience a plus
- Must have fundamental knowledge of string pedagogy. Vocal, Brass, Woodwinds, and Percussion a plus
- Ability to arrange music a plus
- Strong commitment to El Sistema's philosophy of social change through music and the missions of ESLV
- Must be able to manage large groups of children
- Must be able to manage a team of Teaching Artists
- Able to simultaneously manage, prioritize, and benchmark multiple projects and deadlines
- Experience working with children from diverse ethnic and economic backgrounds and experience working in underserved communities a plus
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Interest and ability to be a motivational mentor and role model for students, parents, and peers as an artist, teacher and citizen
- Must be an effective public speaker

- Conducting experience a plus
- Ability to work under frequent observation
- Bilingual in English and Spanish a plus
- Strong organization, communication (written and oral), and problem-solving skills with the ability to work in a fast-paced environment.
- Ability to work evenings and weekends.
- Computer fluency in MS Office products including word, excel, outlook and powerpoint.
- A driver's license and access to a vehicle.
- The 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). 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.

June 17, 2021