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THE YOUNG PEOPLE'S PHILHARMONIC OF THE LEHIGH VALLEY is an instrumental music ensemble organization that offers four programs for students of different grades, levels and instruments. Each ensemble provides enhanced music education experiences, fosters an appreciation of classical music, and increases students' proficiency on their chosen instrument. The organization is home to a full symphony orchestra for students in grades 9-12, a string orchestra and a wind symphony for middle school aged students, and a chamber music program for students at various levels.

THE GENERAL MANAGER will oversee and carry out all organizational and programmatic administration. Responsibilities will include operational, marketing, outreach and financial tasks. This position will report directly to the Board of Directors and oversee all other administrative staff.

General Responsibilities:

- Responsible for all contracts and financial decisions (within the approved budget)
- Compose/update all necessary forms and communications
- Ensure that all staff and volunteers have proper and up-to-date clearances
- Review and evaluate administrative staff
- Administrator for online Google office
- Handle copyright license & recording license, ensure we are ASCAP compliant
- Address all parent concerns
- Attend all rehearsals, school tours, concerts, and Board meetings
- Maintain inventory of YPPLV equipment

Operations:

- Book or oversee securing of all concert and rehearsal space for all groups
- Makes (or oversee) all arrangements for special projects, competitions, concertos, for all programs, etc.
- Hire (or oversee hiring) of all auxiliary personnel: sectional coaches, competition judges, ringers, etc.
- Send organizational communications to Membership.
  - Send programmatic communications to YPP and WS
- Arrange school tours
- Arrange all concert needs such as tickets, programs, flowers, recording, pics
- Work with Administrative Assistant to schedule auditions

**YOUNG PEOPLE'S PHILHARMONIC OF THE LEHIGH VALLEY  
GENERAL MANAGER JOB DESCRIPTION**

- Coordinate volunteers or recruit a volunteer coordinator
- Librarian: purchase and preparation of music
  - delegate on-site rehearsal, school tour and concert duties to Program Assistant

Finance:

- Accounts payable & bookkeeping
- Approve timesheets for hourly & per service staff
- Make payments to all perservice staff
- Draft annual budget for review and approval by Board of Directors
- Prepare paperwork and data collection for grants, i.e. EITC, LVAC
- Oversee Annual Fund Drive

Outreach:

- Liaison to school and private music teachers
- Recruit administrative staff, make recommendations for hire
- Prepare and disseminate notices of concerts, auditions, special projects, special news

Marketing:

- Oversee marketing for all groups
- Act as point person for all media personnel
- Liaison to the Lehigh Valley Arts Council and media outlets
- Prepare Newsletter

Policies and Procedures:

- Update Family Handbook with operational and policy changes
- Work with P & P to update and develop policies as needed

Experience Required:

- Demonstrated strong youth supervisory skills
- Demonstrated ability to work with parents and families
- Strong organizational skills
- Excellent written and verbal communication skills
- Must be able to work with many moving parts
- Computer proficiency, familiarity with Google Office Suite a plus
- Strong interpersonal and group management skills
- Music Background a plus, or must be willing to learn sheet music management
- Must pass PA State Police background check and child abuse clearances