
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 PROGRAM ASSISTANT provides on-site administrative and operational support to the General Manager and Music Director of their respective program. This position is responsible for communicating with families about program logistics and maintaining an email address for this purpose.

General Responsibilities

- Must be present for respective group's rehearsals, concerts, performances, etc. (all services), and staff meetings as requested.
- Support and be available to all students, parents and the Music Director
- Make announcements regarding program logistics
- Answer questions pertaining to program operations
- Maintain an email address where parents can communicate about attendance and program logistics; forward deeper queries to the GM
- Take attendance at all rehearsals and performances; follow up regarding unexcused absences; inform MD & GM of excused absences prior to rehearsal
- Responsible for distributing items such as tickets, pictures, etc.
- receive payments from students and deliver to GM or AA
- help with setup and breakdown of rehearsal
- available to all parent volunteers
- supervise students during break
- help with transportation of instruments, if needed
- Assistists GM with on-site librarian tasks

Experience Required:

- Demonstrated strong youth supervisory skills
- Strong organizational skills
- Excellent written and verbal skills
- Computer proficiency
- Strong interpersonal and group management skills
- Music background a plus
- Must pass PA State Police background check and child abuse clearance