

Philadelphia Sinfonia Association

Job Description

Position Title: Program Manager

Reports to: Executive Director and Music Director

Supervises: Program Interns

Hours: Part-time, 25-30 hours per week; attendance at all Saturday rehearsals and concerts is required.

Salary: \$25,000; exempt

Position Overview:

The Program Manager is responsible for implementing most administrative functions of the orchestral training program run by the Philadelphia Sinfonia Association (PSA). Working closely with the entire PSA staff, the Program Manager organizes, executes, and oversees most administrative aspects of the annual program of rehearsals, performances, and auditions and is a part of planning each year's program in conjunction with the conductors, Music Director, and Executive Director. This is a hybrid position, with a requirement to be present on-site at all Saturday rehearsals (between 8am-6pm), weekend auditions, and all concert days. During the week, the Program Manager is expected to work in the office an average of 2 days per week.

Essential Functions:

- In collaboration with conductors and executive director, assists in planning the events and calendar of each season's program.
- Is present, oversees, and is responsible for implementing operations of the week-to-week program for all ensembles, including rehearsals, auditions, concerts, and occasional other student-attended events. This includes set-up of rehearsal, concert, and audition spaces; advising and assisting front-desk volunteers; making weekly announcements to the orchestras; and supporting needs of the conductors.
- Maintains schedule, traffic flow, and ensures professional procedures during auditions; confers with judges and delivers any onsite acceptances and follow-up communication with auditioning students.
- Regularly communicates with and maintains close relationships with all orchestra constituents, including enrolled musicians, families, music teachers, auditioning students, collaborating soloists and arts groups, rehearsal and concert venues, and recording engineers.
- While the executive director is responsible for negotiating contracts with soloists, arts groups, and concert venues, as events become operational, the Program Manager is responsible for communicating with these partners and executing the event in conjunction with them.
- Monitors musician attendance by clearly and effectively communicating absence requests between musicians, parents, and conductors and addresses musician disciplinary matters as needed.
- Maintains familiarity with the organization's emergency procedures and emergency preparedness.
- Oversees the program associate and any program interns.
- Other duties as assigned.

Qualifications:

- Interest in and knowledge of orchestral classical music required
- Commitment to a passion for music education at the highest level
- Ideal candidates will have previous experience in a music organization
- Bachelor's Degree
- Excellent computer proficiency
- Self-motivated and detail-oriented, with strong ability to multi-task and prioritize goals
- Excellent organization skills
- Excellent communication skills, including writing, in person, by phone, and over email
- Willing and able to handle confidential information
- Ability to maintain professionalism and flexibility in all circumstances
- Must undergo a background check as a condition of employment

To Apply:

Please send your resume, cover letter, and two professional references to Jon Hummel, Executive Director, by email: jhummel@philadelphiasinfonia.com. Applications will be reviewed and considered as they are received. Position will remain open until filled.