



Orchestra Manager – Young People's Philharmonic (YPP)

Job Description

YPP: The Young People's Philharmonic is a full orchestra of approximately 80 talented young string, woodwind, brass, and percussion players from grades 8-12 based in Bethlehem, Pennsylvania. The orchestra draws from the entire Lehigh Valley region, servicing a population of 1.5 million and over 25 school districts. The orchestra provides enhanced ensemble and music education experiences, fosters an appreciation of classical music, and increases student proficiency on their chosen instrument. The YPP season operates from September until early May. Rehearsals take place on Tuesday nights from 6:15pm-8:30pm. The YPP performs two formal concerts, at least one school tour, and two community performances per year.

Responsibilities:

- Secure rehearsal space for YPP and JSP rehearsals, with Board approval.
 - Negotiate fee for rental
 - Serve as liaison between YPP/JSP and the facility manager of the rehearsal space
- Secure performance space for the JSP and YPP Concerts, with Board approval.
 - Coordinate with the JSP and YPP Music Directors
 - Serve as contact person for all arrangements with venue manager including rental fees
 - Responsible for the production of the JSP and YPP Holiday and Spring Concert program booklets
 - Manage the production and distribution of allotted student and advance sale concert tickets
- Identify and contract with schools for the yearly YPP school tour.
 - Maintain contact with band and orchestra directors. May also contact school administrators
 - Send letters of confirmation and seating charts when required
 - Contract for transportation and lunches for tours and trips
 - Coordinate volunteers during tours and trips
- Attend all rehearsals, trips, and performances.
 - Record weekly attendance of orchestra members
 - Contact members who have been absent. Speak with parents about absences when necessary.
 - Make any necessary announcements to members
 - Maintain the policies as stated in the YPP Family Handbook
- Responsible for the set up and tear down of weekly rehearsals.
- Compose and send communications (letters and emails) to members and parents.
- Secure professional musicians for sectional rehearsals (typically two or more a year).
- Manage the process for the Concerto Competition, including the hiring of judges and securing of audition space.
- Responsible for the production of the yearly Newsletter which includes securing a bio of the Concerto Competition winner for inclusion and writing articles as needed.
- Along with the YPP Office Administrator, arrange for the printing and distribution of the newsletter.
- Schedule community performances.
- Report to the YPP Music Director and the YPP Board of Directors.
- Provide a report to the Board of Directors at monthly Board meetings.

Experience Required:

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