



ALLENTOWN SYMPHONY ASSOCIATION

OPEN POSITION

Job Title: Assistant Conductor

Reports to: Music Director & Conductor

Direct Report: None

FLSA Status: Part-time/Non-Exempt (Contract Position)

JOB SUMMARY:

The **Assistant Conductor** is a highly talented and musical individual who possesses strong communication skills on and off the podium. This exciting position offers the opportunity for a conductor to contribute their skills to ensure that the ASO performs at the highest possible artistic levels. The Assistant Conductor will act as additional eyes and ears of the Music Director or Guest Conductors, playing a pivotal role in the orchestra's artistic expression, while assisting the conductor with musical preparation of the orchestra at rehearsals and concerts. They will also prepare as a potential substitute for ailing or indisposed conductors. Additionally, the Assistant Conductor will conduct the ASO each season in a variety of concerts and engage with the community through the ASO's engagement programs.

ORGANIZATION DESCRIPTION & LOCATION:

Allentown is the third largest city in Pennsylvania and part of the Lehigh Valley region of eastern PA. **Conveniently located 90 miles west of New York City and 60 miles north of Philadelphia**, the Lehigh Valley is a growing and culturally diverse region with vibrant arts, education, healthcare, and historic resources. Summer festivals include the PA Shakespeare Festival, the official Shakespeare Festival of the State of Pennsylvania, and MusikFest, the nation's largest non-gated free music festival. In 2024, the nearby Historic Moravian Bethlehem District was named an UNESCO World Heritage Site. Allentown's diverse population is nearly 70% persons of color, with 54% identifying as Hispanic/Latino. Despite its proximity to the eastern seaboard, Allentown and the greater Lehigh Valley enjoy a lower cost of living compared to nearby metro areas, while also providing a high quality of life for its residents.

The **Allentown Symphony Association (ASA)** operates the Allentown Symphony Orchestra (ASO), and owns/operates its theatre, Miller Symphony Hall. With a current operating budget of just over \$4M, the ASA is a Group 3 orchestra as defined by the League of American Orchestras, with a CBA with the AFofM, and counts professional musicians from metro New York, Philadelphia, Baltimore, and Wilmington, DE in addition to nearby New Jersey among its ranks. Esteemed conductor, educator, and author Diane Wittry is the Music Director/Conductor. Founded in 1951, the ASO is the premiere professional symphony orchestra of the Lehigh Valley and currently presents a variety of classical, pops,

holiday, and family concerts. Its lauded education program El Sistema Lehigh Valley is an immersive, daily music education program offered to students in grades K-12. The ASA also presents other educational engagement programs and non-orchestra concerts. Miller Symphony Hall, first opened in 1899, is a historic theater and cornerstone of Allentown's Arts District.

RESPONSIBILITIES:

The tasks associated with this position include, but are not limited to, the following:

- Act as cover conductor for all classical concerts and select pops concerts presented by the ASO, including performance-ready preparation of all scores for the potential substitution of an indisposed or cancelled conductor at minimal notice. Currently, the ASO presents 5 classical programs in pairs and 5 pops programs in a mixture of pairs and singles.
- Attend all classical rehearsals/concerts and select pops rehearsals/concerts to provide:
 - Advice on balances,
 - Advice on intonation,
 - Advice on acoustics, and
 - any other topic for which the conductor requests the Assistant Conductor's input/assistance.
- Attend New Chamber Music concerts and assigned rehearsals to provide musical coaching and input. Currently, we have two New Chamber Music cycles per year.
- Assist in concert logistics such as supertitles, audio/visual elements, and other concert needs that require score reading or other musical knowledge to execute.
- Facilitate communication, and act as a conduit for communication, between the conductor and the ASO production team, stage crew, staff, and chorus master around rehearsals and concerts.
- Prepare music and conduct:
 - One or two Pops programs per season out of the five being presented, as assigned.
 - The annual Youth/Family concerts. These occur during one week and include school day performances and a family concert of the same program on Saturday afternoon.
 - The annual Young Musicians String Festival. Rehearsals and performance currently occur during one week in the month of June.
 - The annual Repertory Dance Theatre (RDT) Nutcracker presentations including youth and public performances. Please note that these presentations are currently produced by RDT and are presented at the sole discretion of RDT. Should Nutcracker presentations not occur in the future, the ASA has the right to substitute a different set of services conducting the orchestra, or to reduce the payment schedule accordingly
- Additional conducting responsibilities may be added as needed. Any additional conducting services beyond what is noted above will be paid in addition to base pay on a per-service basis.
- Attend and participate in other music education/community engagement programs of the ASO as needed, including up to ten (10) El Sistema Lehigh Valley visits per season and participating in up to four (4) Musician-in-Residence Community Engagement programs, to be scheduled during planned visits to Allentown. Any additional education engagements beyond these maximums will be compensated at a per service rate.
- Assist with the audio review process for any concerts that are professionally recorded by taking notes during both performances, completing the first pass of edits and notes for the recording engineer (must be completed within 3 days of the last concert), and consulting with the Music Director as requested.

- Act as a spokesperson for the ASO and raise the exposure of the ASO by attending community activities and fundraising events when possible, during planned visits to Allentown.

The above is intended to describe the principal responsibilities and outcomes of this position. It is not intended as an exhaustive list of all aspects of the job.

REQUIRED EDUCATION, EXPERIENCE AND ABILITIES:

- Master's degree in Conducting (or equivalent experience)
- At least 3 years of experience conducting a symphony orchestra (or equivalent experience)
- Strong knowledge of orchestral music
- Strong organization, communication (written and oral), and problem-solving skills with the ability to work in a fast-paced environment
- Ability to work independently as well as be a team player
- Ability to meet all deadlines and work well under pressure
- Even temperament and ability to handle rush periods
- Possess strong self-motivation
- Ability to work days, evenings, and weekends
- Fluency in MS Office products including word, excel, outlook, and powerpoint.
- A driver's license and access to a vehicle.

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner
- Ability to be on one's feet for extended periods of time

PREFERRED EDUCATION, EXPERIENCE AND ABILITIES:

- Strong public speaking skills
- Experience working with volunteers/board members
- Experience with unionized orchestras

Compensation: Annualized salary of \$15,000-\$17,000 payable in monthly installments. Any additional conducting needs beyond what it is outlined above will be paid at a per service rate. In addition to the salary, this position will provided with a small travel stipend.

To apply, please send the following materials in one PDF file to resumes@allentownsymphony.org:

1. A cover letter addressing experience as it relates to the responsibilities of this position
2. A resume
3. Links to 3-4 conducting videos that cover a range of styles. Including one rehearsal video is acceptable, but not required. The total length of all videos should not exceed 20 minutes.
4. One letter of recommendation speaking to your professional qualities and qualifications.
5. List of 3 references and their contact information. Your letter of recommendation writer may be included as one of your references, if desired.
6. Completed anticipated availability form regarding schedule for 2026-27 season (attached below)

SELECTION SCHEDULE:

Deadline for submissions: **November 22, 2025.**

Applications will begin to be reviewed on November 1, 2025, and applicants are encouraged to apply by then, if possible.

Finalists will be invited to a conducting audition at Miller Symphony Hall in Allentown, PA on **Thursday, February 12, 2026.** Audition repertoire and a timeline for the day will be provided to finalists at the time of their selection.

Candidates selected as finalists will be provided with a schedule for the upcoming season with their audition invitation and will be expected to confirm their availability before accepting the audition. Finalists should expect to be notified in mid-December.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering.

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.

Oct 2025

Anticipated Availability Form - 2026-2027 ASO Season Dates

(All dates are subject to change)

Please mark a check or X next to each set of dates for which you are currently available. We understand that availability is subject to change and will reconfirm candidates' season availability at the time of the audition.

- ☐ Classical 1: Thursday 10/8/26-Sunday 10/11/26
☐ Classical 2: Wednesday 11/4/26-Sunday 11/8/26
☐ Classical 3: Wednesday 2/10/27-Sunday 2/14/27
☐ Classical 4: Thursday 4/8/27-Sunday 4/11/27
☐ Classical 5: Wednesday 5/19/27-Sunday 5/22/27
- ☐ Pops 1: Friday 9/25/26-Saturday 9/26/26
☐ Pops 2: Thursday 12/17/26-Sunday 12/20/26
☐ Pops 3: Friday 1/22/27-Saturday 1/23/27
☐ Pops 4: Friday 3/12/27-Saturday 3/13/27
☐ Pops 5: Thursday 7/15/27-Saturday 7/17/27
- ☐ Nutcracker: Wednesday 12/2/26-Saturday 12/5/26
- ☐ Youth & Family: Monday 2/22/27-Saturday 2/27/27
☐ Young Musicians String Festival: Monday 6/21/27-Thursday 6/24/27
- ☐ New Chamber Music 1: Monday 10/26/26-Tuesday 10/27/26
☐ New Chamber Music 2: Monday 3/22/27-Tuesday 3/23/27