



# Orchestra Musician's Handbook

# March 2018

## Bremerton Symphony Association Orchestra Musician's Handbook

### MISSION:

We unite and enrich West Sound communities by sharing a passion for live music, preserving artistic tradition, and breaking barriers to music education

### VISION:

The West Sound will be an inspired community of supported and connected local arts and artists with opportunities for citizens of all ages to explore creativity and develop talent, and a dedicated home for music within a thriving local economy.

### VALUES:

We are committed to:

Community

Accessible education, creativity, and transformational music experiences

Respectful, fair, and open communication and interaction

Stewardship of resources and relationships

### AUDITIONS AND SEATING

Orchestra auditions are required for all orchestra members. The audition committee consists of the Music Director, the principal of the section for which the audition is taking place, and two additional principals. If any players designated above are unavailable, the Music Director shall choose replacements from the orchestra membership. For a principal audition the committee consists of the Music Director, Concertmaster and a minimum of three principals. The Orchestra Personnel Manager will be asked to facilitate auditions. The use of substitutes is addressed in the Appendix.

Members must fill out an emergency contact/preferred communication method form when joining BSO and at the beginning of every season

REPERTOIRE – auditions should include the following:

Unaccompanied solo (maximum 3 minutes) and selections from the standard repertoire as chosen by the Music Director. After all auditions are completed, discussion may take place. Final decisions are the responsibility of the Music Director.

Seating – determination of seating within sections is at the discretion of the Music Director. One of the goals of the Bremerton Symphony, a volunteer orchestra, is to give qualified musicians a chance to perform classical repertoire with and for our community. To achieve this goal, the Music Director may institute rotation within sections so that a variety of skilled performers are given opportunities to play in Principal positions. All members are given an opportunity to audition for positions should they become vacant.

Discrimination - There shall be no discrimination on the basis of gender, age, race, color, marital status, sexual orientation, national origin, or religion.

## REHEARSAL AND PERFORMANCE GUIDELINES

1. All association musicians shall function in a courteous, respectful, and professional manner toward fellow musicians, directors, librarians, stage crew, and staff.
2. Musicians are responsible for the proper care of music belonging to the BSA. All markings will be made in pencil, all music will be returned to the librarian in charge immediately following a concert and reimbursement fee will be assessed and collected for music that is lost, damaged or returned late.
3. Musicians shall be notified of changes in the rehearsal/performance schedule in a timely fashion.
4. Rehearsals for the orchestra will generally be 2 ½ hours in length. Musicians are to be in place 5 minutes prior the commencement of a rehearsal. Rehearsal length during the week preceding a concert may exceed the norm. Any rehearsal lasting longer than 1¾ hours must include a break of between 10 and 15 minutes.
5. Dress rehearsals are required for musicians, unless prior arrangements have been made with the Music Director. Rehearsals for the orchestra will generally be 2 ½ hours in length unless an opera, oratorio or unduly long work is being rehearsed.

## ATTENDANCE

1. Musicians shall attend and participate in all services (rehearsal or concert) for which their part is required.

2. Musicians shall receive a season schedule in a timely fashion with the dates and repertoire. Every effort will be made to provide a proposed rehearsal schedule for the following season by June 15.
3. Upon receiving the rehearsal schedule all musicians will notify the Personnel Manager in writing or by e-mail on or before August 15<sup>th</sup> indicating all known or potential conflicts. Musicians who do not communicate their availability to the Personnel Manager by August 15<sup>th</sup> may be moved to the sub list.
4. Musicians will make every effort to avoid conflicts with the season schedule. Exceptions that relate to primary employment, health or other commitments can be made. Advance notice must be given to the Section Leader and the Personnel Manager who will inform the Music Director. All musicians shall contact appropriate personnel as soon as possible following any unexpected absence. Absence from a performance can be excused only by the Music Director, whether planned or not.
5. Orchestra musicians missing more than 2 services for a concert may be asked not to perform that set unless special arrangements have been made with the Music Director. This applies equally to hired Concertmasters.
6. Musicians with excessive absences may be subject to dismissal.

#### DISMISSAL AND REINSTATEMENT PROCEDURES

1. Dismissal from the association may occur for the following reasons including but not limited to: poor musical preparation/performance; borrowed music not returned or paid for when damaged or lost; excessive absence or tardiness; sexual/verbal harassment; disruptive behavior; bullying/disparaging comments toward fellow musicians, librarians, stage crew, and staff, or impairment due to substance abuse.
2. If such conditions persist, a private, confidential meeting will take place with the individual, the Music Director and a third party mutually agreed upon by the individual and the Music Director. If the member remedies the situation, no further action is necessary.
3. If the situation is not remedied, a written notice will be given to the member explaining the justification for the dismissal in a timely manner.
4. A written appeal may be made to the Music Director and the Artistic Committee in a timely manner. A decision will be made promptly and the member will be notified of the decision.
5. Dismissed member may contact the Music Director and/or Personnel Manager for reinstatement once the issue has been fully resolved.

#### LEAVE OF ABSENCE

One full season leave of absence may be granted without forfeit of position. At the end of the leave, the member must rejoin regular musical activities or forfeit their position, unless prior arrangements have been made.

Requests for leave must be made in writing to the Personnel Manager.

## PERFORMANCE DRESS

In order to present a polished impression at all performances, our attire must reflect a professional appearance avoiding provocative or gaudy dress. Should you have any questions about what is acceptable, please contact your elected representative. Please do not use perfume/aftershave and avoid excessive jewelry. No purses or other non-essentials on stage.

Women: Black floor-length skirt or dress with flow or black full legged cut dress slacks  
Black top with wrist length sleeves and modest neckline  
Black nylons and black dress shoes  
Minimal jewelry  
No fragrances

Men: Black tux (effect)  
White dress shirt  
Black cummerbund with black bow tie  
Black socks, black dress shoes  
No fragrances

## **Complimentary Ticket Policy for Members of the Bremerton Symphony Orchestras and Chorale**

1. BSO members (current roster) shall receive one free ticket (adult or senior) for each BSO concert. Additional tickets shall be available for purchase at a discounted rate of \$15 using a promotion code. You will be notified by the office of the promotion code, which may be changed several times during the season for security purposes.
2. Comps are subject to availability and in the case of a projected sell-out, musicians shall be notified in advance that comps will only be given if available, and at certain time.
3. Gala and other special events are excluded from the comp policy.
4. Chamber concert comps will be given to artists performing in that concert only.

Orchestra members may obtain their comp tickets using the following procedures:

1. Starting two weeks before a concert, musicians may call or visit the office to obtain one (1) comp ticket for the concert and purchase additional tickets at a discounted rate of \$15 per adult or senior. Detailed messages may be left on the answering machine. Requests for a particular seating area will be honored if possible. Tickets may be picked up from the office, printed at home, or left at Will Call at the concert under your name or a guest's name (please specify). Additional discounted tickets may also be purchased for \$15 per adult or senior online using a promotion code – please contact the office for the current promotion code. PLEASE reserve your one (1) comp ticket in advance to avoid slowing the door sales line at the concert.

2. Under extenuating circumstances when pre-order is not possible, musicians may obtain one (1) comp ticket at the box office by requesting an artist's comp. Additional tickets can be purchased on the concert night at the door sale table to combine with the comp tickets, at the discounted rate of \$15 per senior or adult ticket.

Things to consider with regard to complimentary tickets:

Comp tickets will be released only within two weeks of the concert unless combined with the purchase of one or more tickets.

Comp tickets should not be taken unless they will be used.

Comp tickets will not be distributed at rehearsals.

Comp tickets may not be resold.

Paid tickets may not be refunded in place of a comp ticket.

## APPENDIX

### EVALUATIONS

Music Directors shall be evaluated annually via survey to be developed by Executive Director with Executive Committee in conjunction with annual performance review.

Evaluations of orchestral musicians may be requested by the Music Director or Orchestra Principals. All parties will follow the guidelines under DISMISSAL AND REINSTATEMENT PROCEDURES.

## VOLUNTEER MUSICIANS of the Bremerton Symphony Association

Orchestra Musician - an individual who has completed a successful audition for the orchestra and remains in good standing. Individual is allowed one (1) complimentary ticket per concert.

Concertmaster - a musician appointed by the Music Director, when appropriate drawing from orchestra membership, serving as principal violin responsible for leading the string section, bowings, sectional rehearsals and tuning the orchestra. By example, promotes and maintains good morale and etiquette during rehearsals and performances and regularly consults with the AD/MD. Individual attends all orchestral auditions whenever possible.

Principal – an orchestra musician serving in the first chair. Individual is responsible for coordination of the playing of their section, leading sectionals and attending auditions for new members. By example, promotes and maintains good morale and etiquette during rehearsal/performances and regularly consults with the AD/MD. String principals are responsible for bowings in their sections.

Associate Principals – an orchestra musician second in line next to the principal and who may lead the section when the principal is unavailable.

Section Player – orchestra musician not serving as principal.

Substitute Musician – an orchestra musician on an alternate list maintained by the Personnel Manager who is qualified to join the orchestra ranks when called upon. When performing, individual shall assume the same responsibilities and receive the same benefits as other musicians.

Orchestra Representative – an individual elected by his/her representative group serving a one-year term as a member of the Board of Directors with voting privileges.

Alternate Orchestra Representative – an individual selected by his/her representative group to participate as a board member in the event of absence of the regularly elected representative.

Orchestra Committee – members of the orchestra elected by the full membership of instrumental musicians. The Orchestra Representative will be the liaison and communicate information to the full board.

## STAFF and CONTRACTED MUSICIANS

Executive Director - functions as the Chief Executive Officer of Bremerton Symphony. The Executive Director works closely with the Music Director to implement Board policy. Functions as director of administration and human resources.

Music Director – functions as the conductor of Bremerton Symphony Orchestra and is responsible for the artistic planning and quality of the organization.

MD is responsible for submitting a program, performance schedule and appropriate repertoire for the coming season and promulgating a rehearsal schedule.

Assistant/Associate Conductor - serves as a “cover conductor” assisting the Music Director of the BSA, conducts rehearsals or concerts that may be assigned on short notice, and assists with sectionals.

Chorale Director – functions as the conductor of Bremerton Symphony Chorale. The Chorale Director is responsible for submitting a program, performance schedule and appropriate repertoire for the coming Chorale season and promulgating a rehearsal schedule in consultation with the Music Director.

Stage Manager – is charged with the physical set-up and striking of rehearsals and concerts.

Orchestra Librarian – is responsible for managing instrumental music library inventory. The Librarian may be a member of the Bremerton Symphony.

Orchestra Personnel Manager - is responsible for managing of orchestral personnel. The Personnel Manager may be a member of the Bremerton Symphony.

Import Musicians – a musician who is contracted to perform with the orchestra. Individuals are generally not a resident of Kitsap County and only called upon when no suitable volunteer personnel can be found.

Soloist – a musician who is contracted by the association to perform for special featured performances.