

## **Tuscarawas Philharmonic Personnel Policies**

Rev. 10/11

### **Attendance:**

It is expected that the orchestra members will attend all rehearsals and concerts for which they have been engaged. It is also expected that section principals will play all scheduled performances requiring their particular instrument. If any conflicts arise during the season, please notify the Personnel Manager as follows:

In the event a PROFESSIONAL commitment (relative to your full-time job or previously contracted musical event) conflicts with a rehearsal or performance, written notification (email/letter) should be submitted to the Personnel Manager at least one month in advance of the first rehearsal so a substitute player can be secured at the discretion of the Conductor.

In the event of an EXCUSED absence (such as illness, inclement weather, family emergency), the Personnel Manager should be notified as soon as possible (via email, letter or phone call).

Failure to give the Personnel Manager proper notification of a conflict (as specified above) will constitute an unexcused absence. Two unexcused absences during a season will be considered when engaging services for the following year.

String rehearsals and dress rehearsals are required; attendance is not optional.

If a service is cancelled due to circumstances beyond the control of the Tuscarawas Philharmonic, the Philharmonic may, at its discretion, reschedule the service. It is understood that the musician will be paid only for the services actually performed.

Programming is subject to change, however every attempt will be made to utilize previously engaged musicians with as much advance notice as possible in this situation.

If an orchestra member becomes ill or another emergency arises such that the musician does not perform the concert after attending all scheduled rehearsals, the musician will be compensated for those services attended.

### **Music:**

Music is usually mailed out two weeks prior to the first rehearsal, excepting delay in receiving music from guest artists, rental agencies, or special arrangements / compositions. Orchestra members are responsible for maintaining the music in good condition and returning all parts to the music box at the conclusion of the performance. Any music not returned at the conclusion of the performance will be considered lost and the cost of replacement is the orchestra member's responsibility. If the music is misplaced or left at home, please contact the librarian immediately to make arrangements to return it. If lost, the replacement cost is that which is billed by the publisher and will be deducted from the player's check. Many rental agencies require the complete sets to be postmarked within 3

days of the performance which makes returning the music at the conclusion of the performance so important.

### **Expectations:**

All musicians are expected to prepare their music prior to the first rehearsal of each concert series, such that rehearsal time may be spent accomplishing artistic goals and not focusing on individual practice.

Please observe professional rules of conduct during rehearsals; i.e., do not talk during tuning, keep conversations to a minimum and, as a rule, on the subject of the musical problem in question.

### **String Players:**

*Seating:* There are no auditions for seating and the seating order will not be set to placate egos; nor is the seating order an assessment of your playing. Strength throughout the sections is a primary goal. No part of the section is a penalty box for “bad” players.

*Bowings:* Should conform to the bowing of the concertmaster and your section leader. It is the responsibility of the concertmaster and string section leaders to collaborate on uniform bowings, particularly suited to the style and sonority of the orchestra, and share them with their section players. If the music is rented, all markings must be erased before turning in the music.

*Fingerings:* Traditionally the outside player marks fingerings above the notes and the inside player marks fingerings below the notes. If the music is rented, all markings must be erased before turning in the music.

### **Rehearsal & Stage Set-Up:**

All personnel are expected to be seated no less than five (5) minutes prior to the beginning of a rehearsal or performance call-time unless otherwise excused.

Food, beverages, cans, bottles, cups, etc. (with the exception of inconspicuous sealable containers for water) are NOT allowed on stage during rehearsal or performances.

Purses, carrying bags and instrument cases are NOT permitted on stage during performances. Mailing envelopes are permitted on stage during performances provided they are not visible above the stand.

The stage/rehearsal room will be made available to all musicians twenty (20) minutes prior to call time of each service. Rehearsals are 2 ½ hours in length and include one 15 minute break.

### **Dress Code for Performances:**

Men: Black tuxedo, white dress shirt, black dress shoes, black socks, black bow tie.

Women: Floor length black dress/skirt/dress slacks, black blouse with conservative neckline and ¾ or longer sleeves, black dress shoes and black hosiery. If wearing a black jacket, white blouses are permitted.

Please present a well-groomed appearance. Glittering jewelry and cologne should be avoided.

**Ticket Policy for the 2011-12 Season:**

*Orchestra members will receive, upon request, one complimentary ticket for each concert in which the member is playing.* In addition, members will be able to purchase up to 3 more tickets for any available seats at the *student price applicable to the seating section of choice* (balcony/mezzanine, orchestra, or dress circle).

***All tickets must be ordered IN ADVANCE:***

- By phone: 330-364-1843 *or*
- Online at: [www.TuscarawasPhilharmonic.org](http://www.TuscarawasPhilharmonic.org)

**Address Changes:**

It is the musician's responsibility to notify the Personnel Manager via phone, fax or email of address / phone number / email changes, and any other pertinent information.

**Pay Checks:**

Player's pay checks are sent via first class mail approximately two weeks after each performance.

**Communication:**

Although email is a convenient form of communication, it is not totally reliable. If a staff person has not responded to your email communication in a timely manner, the player must take responsibility to communicate by alternate method.

**Staff:**

Eric Benjamin, Music Director & Conductor	330-472-2375	ejbisme2000@yahoo.com
Melanie Winn, General Manager	330-364-1843	mwinn@roadrunner.com
Robert Henke, Financial Manager	330-477-6153	pauken1@webtv.net
Barb Moore, Personnel Manager	330-730-5028	barbmoore@neo.rr.com
Bud Winn, Webmaster & Ticket Manager	330-364-1843	bwinn@roadrunner.com