

# **MISSOULA SYMPHONY ASSOCIATION**

## **ORCHESTRA HANDBOOK**

Thank you for sharing your time and talent as a member of the Missoula Symphony Orchestra, we appreciate your commitment to achieving our mission. Every member of the orchestra owes it to every other member to uphold their responsibility for their music preparation and attendance. Each musician's respect for the orchestra and for their colleagues is reflected in their adherence to these policies.

### **MISSION STATEMENT**

The mission of the Missoula Symphony Association shall be to assure cultural enrichment essential to the quality of life in the Missoula area by providing live symphonic & chorale music of the highest quality. The Symphony shall provide musical growth and development for its performers and the community.

### **GOALS AND OBJECTIVES**

To strive for excellence in live symphonic choral/orchestral performance experiences for listeners and performers.

To increase community interest in orchestral and choral symphonic music.

To educate people in western Montana to appreciate and understand orchestral and choral symphonic music.

To build an efficient and effective organization to fulfill the symphony association's mission

To develop and maintain long-term stability.

### **MISSOULA SYMPHONY ASSOCIATION OFFICE CONTACT INFORMATION**

Missoula Symphony Association  
320 East Main Street  
Missoula, MT 59802  
[www.missoulasymphony.org](http://www.missoulasymphony.org)  
(406) 721-3194

## TABLE OF CONTENTS

<a href="#"><u>Missoula Symphony Association Personnel Contact Information</u></a> .....	3
<a href="#"><u>Attendance and Tardiness Policy</u></a> .....	4
<a href="#"><u>Musicians' Portal Information</u></a> .....	5
<a href="#"><u>Audition Policy</u></a> .....	5
<a href="#"><u>Concert Dress</u></a> .....	6
<a href="#"><u>Availability and Contracting Policy</u></a> .....	7
<a href="#"><u>Concert and Rehearsal Scheduling</u></a> .....	7
<a href="#"><u>Complimentary Ticket and Season Ticket Policies</u></a> .....	7
<a href="#"><u>Music Library Policy</u></a> .....	8
<a href="#"><u>Musician Etiquette and Expectations</u></a> .....	9

## MISSOULA SYMPHONY ASSOCIATION PERSONNEL CONTACT INFORMATION

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About the Orchestra Representative: this position serves as the voice of the orchestra musicians to the Board of Directors of the Missoula Symphony Association. The Orchestra Representative serves a three-year term (as do all board members) and can be elected to a second three-year term. **Contact with any concerns or questions not covered by other roles...feel free to text, call, or email.** Please do not address any such matters directly with the Music Director, Executive Director, or members of the Board of Directors.

## ATTENDANCE AND TARDINESS POLICIES

**All players are expected to attend all rehearsals, sectionals, and performances for each concert cycle.** Exceptions due to illness, family emergency, and other reasons are possible. Non-emergency absences may be excused on a case-by-case basis. However, *any* absence from rehearsal (even one) may result in the Music Director determining that a musician should not play a concert.

Protocol for having an *anticipated absence* excused:

- 1) Musicians must contact the Director of Operations and Personnel Manager as soon as they are aware of an anticipated absence. All absences must be approved by the section Principal and Music Director.
- 2) Absence from rehearsal without notifying the Director of Operations and Personnel Manager may be cause for the musician being dropped from the concert.
- 3) The musician must coordinate the handling of music with their stand partner.
- 4) The stand partner who is present *must* have the part that will be used for the performance to write bowings, notes, etc.
- 5) The absent musician must also update their own practice part with all markings.

Protocol for emergency *unanticipated absence*:

Should an unexpected emergency prevent a musician's attendance, they must:

- 1) Notify the Personnel Manager via phone and email with as much notice as possible.
- 2) Notify their stand partner to coordinate the availability of the performance copy of the music for a shared stand.
- 3) Notify their section Principal.

Substitute players:

Concerts: The Director of Operations will replace the musician for the concert cycle with one of the players on the orchestra's substitute list.

Rehearsals: In the case of unavoidable conflict with a rehearsal for a wind, brass, or percussion player, the player will arrange for a substitute in consultation with the section Principal and the Director of Operations. It is the joint responsibility of the musician and substitute to exchange music ahead of time.

### Tardiness Policies and Protocols

- 1) **Tardiness is unacceptable.** Severe or chronic tardiness may result in a musician being dismissed from a concert or the orchestra permanently.
- 2) **Rehearsals:** Musicians must be in seat, tuned, and ready to play at least five minutes before the rehearsal's scheduled start time.
  - a. If a musician is tardy for a rehearsal, they should find their seat at a suitable pause in the rehearsal.
  - b. If a musician is tardy for a rehearsal, they should notify the Personnel Manager, section Principal, and stand partner with as much notice as possible.
- 3) **Concerts:** Musicians must be at the concert venue at least thirty minutes before the performance.

## **MUSICIANS' PORTAL**

The Musicians' Portal of the Missoula Symphony website has useful information and resources for musicians of the Missoula Symphony Orchestra. It can be accessed at the link below with the provided password. The materials in the portal should only be shared with other members of the Missoula Symphony Orchestra.

[www.missoulasymphony.org/musicians-portal](http://www.missoulasymphony.org/musicians-portal) password: Symphony21

Resources on the portal:

- Rosters
- Repertoire recordings
- Tempi
- Bowings
- Rehearsal/concert schedule
- Handbook

## **AUDITIONS**

- All players must audition for the Music Director and section Principal prior to placement in the Missoula Symphony Orchestra.
- Auditions are held at the beginning of each season. Musicians new to the community may audition for the substitute list during the season (to be arranged on a case-by-case basis).
- The Music Director will name Principals, Associate Principals, Assistant Principals. Section Principals will determine the seating order of the winds, brass and percussion sections.
- String section seating (excluding Principal, Assistant and Associate Principals) is rotated concert to concert, and will be arranged by each string Principal.
- The Music Director will determine Acting Principals on a case-by-case basis.
- Substitute lists will be determined by the Music Director and section Principals.

## **CONCERT DRESS**

The goals of the Missoula Symphony's dress code is to present a professional and uniform appearance with no individual attracting undue attention or distracting the audience.

Remember that most of the audience has a direct view of players from either the knees down or the neck and shoulders up.

### **Regular Season Concerts**

For all:

- Only small, very modest jewelry (no sparkles)
- No sequined clothing
- No perfume or cologne

Option #1:

- Black tuxedo
- White shirt (ironed)
- Black bow tie
- Clean & polished black dress shoes
- Black socks that fully cover the space between shoes and pants when you are seated
- Cumberbund optional

Option #2:

- Full length black skirt, ¾ length black skirt, or full length black dress pants. Skirts must cover the knees and substantial portion of the calf when seated. Pants should either be tailored or loose, but not form-fitting. No leggings, yoga pants, jeans, or sportswear.
- Black top with a modest neckline, fully covered back, and ¾ length or longer sleeves
- Black hosiery that fully cover the space between shoes and dress/skirt/pants when you are seated
- Clean & polished closed-toe black shoes
- Please remember what you're wearing should pair nicely with the tuxedos

### **Summer Concerts**

- White tops/shirts, modest neckline and ¾ length or longer sleeves
- Full length or ¾ length black skirt or pants
- Hosiery not required
- Black shoes, open toes okay

Players who appear at a concert inappropriately dressed will receive notice from the Personnel Manager and the individual is expected to address the issue immediately, or before the next concert. Repeated inappropriate concert attire may result in the musician being dismissed from future concerts.

## **AVAILABILITY AND CONTRACTING POLICY**

A complete calendar of rehearsals, concert dates and repertoire for the next season will be distributed before the end of the current season. Players will indicate their availability by the deadline given by the Director of Operations. Musicians unavailable for all rehearsals of a concert may still be hired for the concert cycle at the discretion of the section Principal and Music Director.

The Missoula Symphony will create season commitment forms for each musician based upon the availability surveys. Musicians will receive, sign, and return these by a deadline established by the Director of Operations. These commitment forms are essential agreements between the musician and the Missoula Symphony. If a musician drops out of a concert after committing to it, they may be dismissed from the remainder of the season at the discretion of the Music Director. The Music Director may not change the rehearsal or performance schedule from that on the season commitment form except under extraordinary circumstances. Musicians will not be penalized for missing any rehearsal or concert not listed on or rescheduled from the season commitment form.

**All Principals, Associate Principals, Assistant Principals, and regular woodwind and brass players (2 2 2 2 - 4 3 3 1 timp pf hp) are expected to commit to at least 75% of the regular concert season (6 of 8 concerts).**

## **REHEARSAL AND BREAK DURATIONS**

Each 2 1/2 hour rehearsal will include a 15 minute break. Each 3 hour rehearsal will include a 20 minute break. If a player leaves the vicinity of the rehearsal area during break, it is their responsibility to return on time. The rehearsal room will be available 30 minutes before the start of rehearsal.

## **COMPLIMENTARY TICKETS**

Each member of the Missoula Symphony Orchestra is entitled to one Sunday general admission ticket OR one Saturday upper balcony ticket for each concert on which they perform (subject to availability). Complimentary tickets must be requested in advance of the concert weekend from the Patron Services Coordinator, and will be held at Will Call under the musician's name (if not picked up ahead of time).

## **SEASON TICKETS**

Each member of the Missoula Symphony Orchestra may purchase one Season Ticket for half price (pending availability, Section I excluded).

## **MUSIC LIBRARY POLICY**

### **Music Distribution**

Music for each concert block will be available no later than three weeks prior to the first rehearsal. The Librarian will send an email announcing when music is ready to be picked up. Musicians must pick up their music from the Symphony Office when it is made available. The Librarian will deliver music to those who have mail slots in the UM Music Office. For out of town musicians, music can be mailed. Each musician is expected to have their music well prepared by the first rehearsal.

### **Bowings**

Bowings are determined by the Principal of each section. Music that is not rented (belongs to the Missoula Symphony or is borrowed from a MASO member orchestra) can be bowed in advance. Rental music will be delivered to the Concertmaster as soon as it arrives (normally 6 weeks prior to the concert). Within one week of arrival, Principal string players will each receive their parts and a copy of the Concertmaster's bowings. Bowed section parts should be posted on the Musician's Portal for all string players at least 1-2 weeks prior to the first rehearsal. Each string player is responsible for marking bowings in their own part before the first rehearsal.

### **Marking and Handling**

- Music may only be marked lightly IN PENCIL. No tape! Post-it notes work well to mark cuts and important cues.
- Most rental music must be returned clean (pencil marks erased). In light of this, please make only essential markings. Librarian will take care of erasing.
- Musicians are expected to handle music and folders carefully. Avoid excessively bending folder. Keep music in a safe place where it will not get damaged.
- Bring your music to all rehearsals and concerts. Even if you are using your stand partner's music, it is very important to have your folder with you.

### **Returning Music**

ALL MUSIC, including all practice copies, must be returned to the Librarian immediately following the Sunday performance. A box will be placed backstage for this purpose. Please return music inside the black tagboard folders. The Librarian must return rental music to the publisher within one week, so players who fail to return rental parts within one week could be charged the full replacement cost. Musicians will also be charged the full replacement cost of any lost or damaged music (rental or otherwise).



## ORCHESTRA ETIQUETTE

The success of the Missoula Symphony Orchestra depends on the commitment of all musicians to the common goal of the highest level of musical excellence. Our collaboration in this unified endeavor depends upon a culture of preparation, engagement, and consideration.

### *~BE PREPARED ~ BE ENGAGED ~ BE CONSIDERATE~*

- **Come prepared.** Know your entire part. Do not sight-read in rehearsal.
- **Please do not leave your instrument in precarious positions.** Instruments can become expensive tripping hazards during breaks, intermission, and transitions between pieces.
- **Cell phones are a distraction to you and those around you.** If you are seated in the orchestra for rehearsal or performance, turn your phone off and put it away.
- **Arrive at least ten minutes before the scheduled start time.** Warm up. ‘On time’ = late.
- **Be considerate during warm up.** Pre-rehearsal warming up and conversation should be kept to a moderate volume.
- **Be silent during tuning.** Listen to the A first, then tune. Do not take another section’s A. Do not play anything else during tuning.
- **Talking during rehearsals is unacceptable and distracting.** If musical issues must be discussed, keep it brief.
- **Mark your music.** Make new mistakes, not the same ones!
- **Blend your sound.** Never let your sound stick outside the section. Blend pitch, sound quality, color, attack, release. The whole is greater than the sum of its parts. Moderation is the definition of good taste.
- **Blend your appearance.** Follow the dress code. Avoid excessive body motion (e.g. foot tapping, knee jogging) that becomes a distraction for the audience and those around you.
- **Tempi and bowings change in rehearsal.** Be patient and flexible. Give the Principals time to figure out the correct bowing. Follow the bowings, never insist on your own.
- If you have questions for the conductor about the music and are not the Principal, **please direct your questions to your Principal.**