TUSCARAWAS PHILHARMONIC
Orchestra and Choruses Eric Benjamin • Music Director & Conductor

Tuscarawas Philharmonic Personnel Policies

Rev. 9/2015

Attendance:

Orchestra musicians are expected to attend all rehearsals and performances for which they have been engaged. Section principals are expected to play all scheduled rehearsals and performances requiring their particular instrument except in the event of a prior commitment. The complete season schedule is accessible on the orchestra website: www.TuscarawasPhilharmonic.org 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 warrant consideration when engaging services for the following year.

If a service is cancelled due to circumstances beyond the control of the Tuscarawas Philharmonic, the Philharmonic may, at its discretion, reschedule the service. Programming is subject to change, however every attempt will be made to utilize previously engaged musicians with as much advance notice of the situation as possible.

If the case of an unforeseen personal illness or emergency, or rescheduling by the Philharmonic, it is understood the musicians will be paid only for the services actually performed.

Music:

Music is usually mailed two weeks prior to the first rehearsal, excepting delay of music from guest artists, rental agencies, or special arrangements. Musicians are responsible for maintaining the music in good condition, erasing all personal markings, 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. The cost of replacement is the musician's responsibility and will be deducted from their remuneration. 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 each performance very critical.

Expectations:

Music Preparation:

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

Call Time:

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.

All musicians are expected to be seated no less than five (5) minutes prior to call-time unless otherwise excused.

Rehearsal Conduct:

Professional rules of conduct are expected to be followed 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.

Food, Drink, Personal Belongings, Etc.:

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

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Purses, carrying bags and instrument cases are NOT permitted on stage during performances. There are designated areas backstage to accommodate these items.

Mailing envelopes are permitted on stage during performances provided they are not visible above the stand.

Orchestra Seating:

Unless formal auditions are held for seating, the seating order is at the discretion of the conductor and will not be set to placate egos; nor is the seating order an assessment of a person's playing ability. Strength throughout the sections is a primary goal and no part of any section is a penalty box for "bad" players.

String Bowings:

Bowings should conform to the bowing of the concertmaster and string section leaders. 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. Section players are responsible for marking bowings in their part.

String Fingerings:

Traditionally, the outside player marks fingerings above the notes and the inside player marks fingerings below the notes. It is the player's responsibility to erase personal fingerings after each performance.

Dress Code for Performances:

Men: Black tuxedo, white long-sleeved 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.

Address Changes:

It is the musician's responsibility to notify the Personnel Manager of changes in street address, phone number, email address, and any other pertinent information. Contact info for the Personnel Manager is below.

Pay Checks:

Musicians' 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 musician must take responsibility to communicate by an alternate method.

Staff Contact Information:

Eric Benjamin, Music Director & Conductor	330-472-2375	ejbisme2000@yahoo.com
Melanie Winn, General Manager	330-364-1843	mwinn@roadrunner.com
Barb Moore, Personnel Manager	330-730-5028	TuscPhilPersonnel@gmail.com
Bud Winn, Webmaster & Ticket Manager	330-364-1843	bwinn@roadrunner.com

Ticket Policy:

All tickets, including your comp ticket, must be reserved *by Wednesday before the given performance*. This is a requirement of the Performing Arts Hall.

Orchestra musicians will receive, upon request, one complimentary ticket for each concert in which the musician is playing. In addition, musicians may purchase up to 3 more tickets at the student price of the seating section of their choice (balcony/mezzanine, orchestra, or dress circle).

To request a comp ticket, visit: www.TuscarawasPhilharmonic.org or call Bud Winn (330-364-1843)

To purchase additional tickets, call Bud Winn (330-364-1843)