

Tuscarawas Philharmonic Personnel Policies

Rev. 7/2017

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 1/2 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.

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 seating auditions are held, seating assignments within a section are at the discretion of the conductor. Seating assignments should not be viewed as assessments of playing ability and value to the ensemble, etc. What is desired is strength throughout the section with players placed to the best advantage of the orchestra and the music.

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 3/4 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. NO check will be issued without a w-9 on file. If the w-9 is not received before the payroll is processed, you will not receive your paycheck until the next processed payroll (which will be the next concert).

Overtime:

Overtime will be paid at twenty percent (20%) based on each musician’s per-service rate, for each completed fifteen (15) minute increment over the standard length of service. One service equals 2 ½ hours.

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
Sallie Stroup, Executive Director	330-447-8115.salliedstroup@gmail.com
Barb Moore, Personnel Manager	330-730-5028·TuscPhilPersonnel@gmail.com
To be hired, Ticket Manager	330-308-6447·Marketing@TuscarawasPhilharmonic.org <i>(Comp Ticket Hotline – Voicemail only)</i>

Ticket Policy:

Orchestra musicians will receive, upon request, **1 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). Any additional tickets can be purchased at full price. All tickets, including your comp ticket, **must be reserved by the FRIDAY before** the given performance.

Section	Full Price*	Senior*	Student*
Dress Circle	\$36	\$34	\$26
Orchestra	\$32	\$29	\$20
Mezzanine	\$24	\$22	\$13
Balcony	\$24	\$22	\$13

**There is a \$3 processing fee via the PAC per ticket*

IF ONLY REDEEMING YOUR ONE (1) COMPLIMENTARY TICKET....

- Visit our website: www.TuscarawasPhilharmonic.org/Philharmonic/Comp-Ticket
- Fill out the form accordingly (Under *Comments* please indicate a preference for ticket location)

IF REDEEMING ONE (1) COMPLIMENTARY TICKET, PLUS PURCHASING ADDITIONAL TICKETS...

1. Create an online Veritix account

Already have an account? Skip this step.

- Visit www.TuscarawasPhilharmonic.org/Philharmonic/Ticketing
- Locate the Veritix window and follow the prompts to create an account
- **Note:** Please use the email address that you have on file with the orchestra manager

2. Wait for an E-Mail from the Performing Arts Center

- *It will not be immediate! This mass e-mail will be sent by the PAC no later than one week prior to concert date.
- E-mail will contain *a secret & secure link* allowing you to order and pick your own seats!
- **Note:** Be sure to check SPAM folder; add performingartscenter@kent.edu to Contacts

Please contact Laura Barkett with questions or concerns:

Marketing@TuscarawasPhilharmonic.org · Comp Ticket Hotline: (330) 308-6447, ext. 2