

**MIDLAND SYMPHONY ORCHESTRA  
Of the Midland Center for the Arts, Inc.**

**MUSICIAN GUIDELINES**

**I. Auditions**

A. Audition Policy

The Midland Symphony Orchestra requires that all musicians join the Orchestra through the audition process. The Personnel Manager may, at the direction of the Artistic Director, engage musicians to fill vacant positions without benefit of an audition.

Notice of open positions in the Orchestra will be posted at least eight weeks prior to the audition date. The posting will include the open position and the date, time, and location of the auditions. The MSO office will make repertoire requirements and the audition procedures available to all potential candidates.

Auditions will be held in the spring and fall as needed. The Artistic Director may call for auditions at any time, provided proper notice has been given.

B. Audition Procedures

The MSO Personnel Manager will administer the auditions. The Audition Committee will consist of the Artistic Director, principals from the sections with openings, and one (1) representative from the Musicians Committee.

Section musician auditions will be held behind a screen. Section musician auditions may be eliminated by mutual agreement of the Audition Committee. Section woodwind auditions may require playing duets with the principal of the section.

Principal position auditions will be held behind a screen. Preliminary principal auditions may be eliminated by mutual agreement of the Audition Committee. Final principal auditions will be held without a screen. The final decision regarding a principal may require an audition with the Orchestra.

C. Audition Results

At the conclusion of the auditions, the Artistic Director, with input from the Audition Committee, will communicate the results to the candidates. A candidate will be notified that they have achieved one of the following statuses with the MSO:

- Accepted as a regular member of the MSO on probationary status
- Accepted as a substitute member of the MSO (Must re-audition to change status)
- Rejected (May re-audition at future auditions).

Regular members on probationary status will be given full regular member status following the successful completion of their first season at the discretion of the Artistic Director and the Audition Committee with input from the Personnel Manager.

Regular members must commit to playing at least four (4) subscription concerts in a season. Regular principals must commit to playing at least five (5) subscription concerts in a season. Regular members not able to commit will be accepted as substitute members of the MSO.

## **II. Rehearsal Operation and Attendance**

### **A. Schedules**

A tentative master rehearsal schedule for the upcoming season will be available to all musicians at the close of the current season. This master schedule will be finalized by the beginning of the new season.

If it is necessary to add or reschedule a service (including starting or ending times), musicians will be informed in writing at least one month before the affected service. Musicians must inform the Personnel Manager within seven days if they will be absent or late for that service.

Schedules indicating tentative rehearsal order as well as music for the next concert will be distributed at the end (usually the Friday dress rehearsal) of the current cycle. If a musician's services are not needed for a concert cycle, they will be notified at least one month before the cycle.

### **B. Rehearsal Cancellation Policy**

Threatening weather, conductor illness, or other such emergencies may cause a rehearsal to be cancelled. Such decisions will be made by the Managing Director by 3:00 PM for evening rehearsals and by 9:00 AM for Saturday rehearsals. Weather cancellations will be determined based on available weather and road condition reports for the mid-Michigan area.

If the possibility of bad weather exists, it is the musician's responsibility to contact the MSO office (989-631-5930, ext. 1501 or 1502) or the MCFTA main desk (989-631-5930) after 3:00 PM to learn rehearsal status before traveling. For Saturday rehearsal status, musicians should contact Robin Von Wald (989-835-8183) as the MCFTA is not open before 10:00 AM.

For all other cancellations, the MSO will make every effort to notify musicians by telephone or by mail if time allows.

No compensation (service, travel, or mileage) will be paid for any cancelled rehearsal, whether or not a musician arrives at the rehearsal site. A phone call to the MSO office or Personnel Manager is the best way to avoid confusion.

Make-up rehearsals will be scheduled according to Musician Guidelines.

C. Rehearsal Procedures

The Personnel Manager will give a ten-minute bell warning before each rehearsal, and takes attendance five minutes before rehearsal begins. Musicians should be seated and warming up at that time.

Total rehearsal time will not exceed 2½ hours, which includes a 15-minute break. The break will start no later than 1½ hours into the rehearsal; however, artistic continuity will take precedence. A rehearsal will be considered to run overtime if the rehearsal continues more than 5 minutes past the scheduled 2½ hours. The Conductor will be given a 5-minute grace period for artistic continuity. If unexpected circumstances cause a rehearsal to go overtime, musicians will receive an additional five-minute break. At no time will a rehearsal last more than three hours. For overtime compensation, please see Section VI - Musician Compensation.

Rehearsal order will be posted each time. Saturday rehearsals follow concert order.

D. Attendance Policy

Prompt attendance at all rehearsals and concerts is mandatory. If an absence is unavoidable, it must be cleared with the Personnel Manager at least one month in advance of the concert cycle. Upon notification, the Personnel Manager, along with the Artistic Director, will determine if the musician will be replaced for the entire cycle.

Attendance at all dress rehearsals and any rehearsals with guest artist(s) is mandatory. If an absence from such a rehearsal is unavoidable, the musician may be replaced for the entire cycle at the discretion of the Artistic Director and Personnel Manager.

Principal musicians are allowed to miss one (1) concert cycle per season. Further absences require the approval of the Personnel Manager and Artistic Director.

Regular members may be granted a one-season leave of absence at the discretion of the Artistic Director.

Every effort should be made to notify the Personnel Manager of any foreseen tardiness. Musicians late to a rehearsal, i.e. not seated five minutes before scheduled rehearsal time, will see the following reduction in service fee:

- Without notice: - \$ 5.00 within the first hour
- \$10.00 after the first hour
- With notice: - \$ 5.00 after the first hour

A \$5.00 reduction also applies to those late to their seat after rehearsal break. The Personnel Manager will keep time and give a three-minute warning at the end of the break.

E. Security

The MSO and MCFTA are not responsible for instruments or other belongings before, during, or after rehearsals and/or performances. Musicians are strongly encouraged to carry their own insurance if they choose to leave their instruments/belongings unattended.

F. Part and Seating Assignments

The Artistic Director will make all part assignments and section seating on a concert-by-concert basis. For repertoire that requires a reduced orchestra, participating musicians will be selected by the Artistic Director at the end of the previous concert cycle.

### **III. Performance Standards**

It is possible for a musician's performance level to fall below the standard of the Orchestra over time. If the Artistic Director, after seeking input from the Musicians Committee and the principal of the section in question, feels that a member of the Orchestra is playing below standard, the following process will be followed. This process could result in the musician no longer being a regular member of the Orchestra or being placed on the substitute list.

1. The Artistic Director will hold a short personal meeting with the Orchestra member under consideration and Musicians Committee representative(s). At this meeting the Artistic Director will make the musician aware of performance concerns and suggest methods of improvement. A written warning will be issued.
2. If the Artistic Director feels that the musician is still performing below standard after a period of time, he will consult the Musicians Committee and the principal of the section in question. A second meeting will then be held with the Orchestra member involved to inform him/her that they are being placed on probation. A Musicians Committee representative will be present at this meeting at which time the Artistic Director will indicate exactly what areas of performance need to be improved. A letter copied to Musicians Committee representatives and Personnel Manager will be sent to the Orchestra member in question stating that they are on probation and listing the areas requiring improvement. All of these matters will be handled confidentially.
3. The probationary period will be one-half of the concert season (3 concerts) starting in September or February. At the end of the probationary period, the musician will be re-evaluated by a committee consisting of the Artistic Director, the Musicians Committee, and the principal of the section. Although it is not required, it may be to the probationary musician's advantage to re-audition. After the re-evaluation and possible audition, the Artistic Director, after consulting with the Musicians Committee and the principal of the section, will decide to retain the musician as a regular member or to dismiss them. If dismissed, the musician may complete the concert cycle.
4. If a musician is dismissed as a regular member of the Orchestra they could elect to be placed on the substitute list and may audition for re-admittance should an opening occur.

#### IV. Concert Dress

##### Performances After 6:00 PM

Men: Black tail coat and pants, white tux shirt, white vest and bow tie, black socks and shoes.

Women: Conservatively cut **floor length** (not mid-calf) black dress or pants suit with covered shoulders (not turtleneck and pants), **elbow-length or long sleeves** (not sleeveless with a sweater or shawl), **black shoes** (no boots), **and black stockings** (no patterns). **No jewelry or reflective material.**

##### Performances Before 6:00 PM

Men: **Black tux (no tails), white tux shirt, black tie and cummerbund**, black socks and shoes.

Women: Same as above.

Repeated violations of dress code will result in a \$5.00 pay reduction for that concert cycle. Dress will be monitored by the Musicians Committee.

Appropriate changes to the concert dress may be made at the discretion of the Artistic Director and/or Managing Director in keeping with concert themes or special occasions. Musicians will be notified of such changes no later than the beginning of a concert cycle.

#### V. Orchestra Music and Folders

Music must be signed out through the Librarian for each concert. All string bowings will be marked in the music prior to distribution for non-rental music. Each musician is responsible for his or her music until returned in satisfactory condition by leaving the music in an envelope or folder on his/her stand or other location as designated by the Librarian.

Individual paychecks will be held until all music is returned. After ten days, a fine of \$20.00 per part OR the penalty assessed for rented music, if higher, will be deducted from the musician's paycheck.

#### VI. Musician Compensation

##### A. Service Compensation

Section Musician	\$51/service
Associate String Principal	\$58/service
Principal Musician	\$60/service
Associate Concertmaster	\$85/service

B. Travel Compensation

Zone (See Map)	1-way distance from rehearsal site	Travel Pay (per trip)
0	0 - 10 miles	\$0
1	11 - 30 miles	\$15
2	31 - 50 miles	\$21
3	51 - 75 miles	\$34
4	76 - 100 miles	\$45
5	100+ miles	\$56

1. All traveling musicians are paid the same whether they are driving or riding.
2. Musicians traveling from zones 3-5 will be expected to stay overnight (lodging provided by MSO) for the Friday-Saturday rehearsal/performance.

C. Cartage

Harp & large percussion                      \$15/service

D. Doubling Fees

All musicians required to play two or more instruments will receive an additional 20% of their service pay.

1. Doubling fees are paid to any musician required to play two or more instruments, which are not part of their position, for a given concert. The determination of doubling musicians is at the discretion of the Personnel Manager.
2. Doubling fees do not apply to percussionists.

E. Lodging

1. Lodging will be provided (double occupancy) to all musicians traveling from zones 3, 4, and 5 when an evening rehearsal/performance is followed by a rehearsal/performance the following day.
2. Musicians who make other arrangements for an overnight stay will be compensated \$50. Compensation is based on the shared cost of a two-person room at an economical Midland hotel (\$50/person x 2 = \$100 hotel fee).
3. A receipt from the hotel is required for compensation.

F. Overtime Compensation

Musicians will be compensated for overtime work based on the following schedule:

Length of overtime	Compensation
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(including break)

(as a portion of service compensation)

0 - 15 minutes

1/4 of service

16 - 30 minutes

1/2 of service

#### G. Checks

Checks will be mailed following each concert. For concerts that fall on Friday, Saturday, Sunday, or Monday, checks will be mailed by the Friday following the concert. For concerts that fall on Tuesday, Wednesday, or Thursday, checks will be mailed by the Friday of the week after the concert. For concert cycles involving multiple performances, the check mail date will be determined by the day of the last concert of the cycle.

Any musician who would like to pick up his/her check should notify the MCFTA Finance Department at least three days before the checks are scheduled to be mailed. The check will then be held in the Finance Department; checks cannot be left for pick-up at the front desk. The Finance Department reserves the right to ask for photo identification of a musician before releasing a check.

If a musician would like a spouse, significant other, etc., to pick up his/her check, the musician must provide written authorization to the Finance Department each time he/she requests this arrangement. The person picking up a check for a musician is required to provide photo identification and must sign a receipt for the check. Authorization forms are available upon request.

Musicians should notify the Personnel Manager regarding errors in compensation or mileage in order to be reimbursed. Corrections will not be made after 30 days of a check's issue date.

Musicians should contact the MCFTA Finance Department regarding lost checks, check pick-up, and year-end tax forms.

### VII. **Ticket Vouchers**

All MSO musicians are entitled to a complimentary ticket for each concert in which they perform, with the exception of the holiday event. To obtain your ticket, complete the voucher slip distributed by the Personnel Manager at each concert, and return to the Box Office or to the Personnel Manager (by Wednesday of the concert cycle). If you need extra tickets you may use another player's voucher with their permission.

**MCFTA Box Office (989) 631-8250:** Mon-Fri 12:00 pm - 6:00 pm  
Saturday 1:00 pm - 5:00 pm

### VIII. **Recordings**

The MSO records its concerts for fundraising, promotional, educational, and archival purposes, as well as public radio and television broadcasts. Musicians will not be compensated for these uses of the recordings. These recordings are available to musicians as a library loan. In addition, recordings

can be purchased only by those involved in the performance. Recordings will not be sold commercially without prior written consent of the musicians, at which time compensation will be negotiated.

## **IX. Musician Retirement**

The MSO will recognize retiring musicians who have served 20 or more years. Recognition will consist of a gift funded by the MSO (suggested value of \$50), peer recognition at a rehearsal, and/or mention at an appropriate performance.

### **2008-09 MSO Administrative Directory**

<b>Artistic Director:</b>	Antonia Joy Wilson
<b>Personnel Mgr./Librarian:</b>	Robin Von Wald (989) 835-8183 (H)
<b>Musician Rep. to the MSO Board:</b>	Drew Hinderer
<b>Managing Director:</b>	Kimberly Dimond (989) 631-5930, ext. 1502 (W)

**All questions regarding these Musician Guidelines should be directed to the Personnel Manager.**

*Revised and approved August 2008.*