

THE TOPEKA SYMPHONY ORCHESTRA

2007-2008

ORCHESTRA POLICIES AND PROCEDURES

May 18, 2007

MEMBERSHIP: Members of the Topeka Symphony are expected to perform at all performances whenever their services are needed. Schedules for the following season are distributed in the spring in order for members to plan their personal schedules accordingly. Vacations, for example, can be planned during season breaks. If unexpected circumstances arise (illness, family emergencies, etc.) members can be excused from one concert per season. Notify the General Manager in writing as soon as possible. If a member misses more than one concert per season, membership will be reviewed by the Music Director and orchestra committee. This policy is necessary as it is becoming more and more difficult to find qualified performers to replace absent members. A full and complete orchestra is critical to our success. Your commitment to our Symphony is imperative and sincerely appreciated.

REHEARSALS: All Concerts will take place at White Concert Hall, except for the School Day performances, which take place at TPAC.

Directions

To get to WCH: From I-70, follow MacVicar south to 17th. Turn left, and enter Washburn campus on Jewell Street off of 17th.

TPAC is located just off I-70. Take the 8th Avenue exit and travel west on 8th. You'll see TPAC at the corner of 8th and Quincy.

ATTENDANCE: Attendance for all rehearsals is mandatory. Wednesday rehearsals begin at 7:30 p.m. Sunday rehearsals begin at 5:30 p.m. Sectional rehearsals may be scheduled at times different from the preceding. All Orchestra Members are expected to be at all rehearsals for all performances unless their services are not needed for that concert. If you must miss a rehearsal or a concert and its preparatory rehearsals, please notify the General Manager as per the attached TSO attendance policy.

- If a substitute is required for the concert series, the TSO welcomes your assistance in finding one. All substitutes must be approved by the Music Director, and hiring of the substitute player must be done through the Symphony office.
- In order to perform a given concert, a member may miss no more than one rehearsal. Additional absences during a concert series may be approved at the discretion of the Music Director, provided that the General Manager has been notified in accordance with the attendance policy. The Orchestra Committee will evaluate special attendance problems. Excessive absence may result in the member's dismissal.
- Absences from Dress rehearsals will not be permitted. If a musician must miss the dress rehearsal of a concert, they will not be permitted to play the concert series.

VACANCIES AND AUDITIONS

Vacancy Procedures: Orchestra Members are requested to assist in the recruitment of prospective new or substitute personnel. Vacancies will be announced through local and area media.

Audition Procedures:

- Anyone is eligible to audition for any opening including present orchestra Members.
- Musicians who have previously played with the Topeka Symphony Orchestra but did not perform the previous season and/or did not make arrangements for a leave of absence must re-audition.
- The applicants will be evaluated by the Music Director and all Principal members of the instrumental family involved (strings, woodwinds, brass, and percussion). Applicants for a principal position will be evaluated by the Music Director and all available principal players.
- An applicant must receive the approval of the Music Director and a majority of the members of the audition panel in order to be accepted to membership in the Orchestra.

Auditions will consist of:

- Wind Instruments: Prepared designated orchestral excerpts and sight reading
- String Instruments: Prepared solo or etude of the player's choice and sight reading

A letter will be sent to auditionees not accepted, informing them that their services are not needed at this time, but encouraging them to audition for future openings.

Mid-season openings may be filled at the discretion of the Music Director. To become continuing members, players filling mid-season openings are subject to formal audition procedures.

DISMISSAL OF A MEMBER

- Musical: Should the Music Director, a majority of the first chair players of the instrumental family involved, and a majority of the Orchestra Committee members agree that a member is not musically competent, that member will be required to re-audition or be dismissed from the orchestra.
- Non-musical: a member who consistently fails to follow orchestra procedures and guidelines or accrues excessive unexcused absences may be subject to dismissal following a meeting with the Music Director and Orchestra Committee. This member will be notified in writing when the problem becomes evident and will be given the opportunity to correct the problem before formal action is taken.

PAYMENT: Principals in ALL sections will receive \$49.00 per service during the season. Section players receive \$35.00 per service. String Section Principals will be expected to provide section-seating assignments to the Librarian in a timely manner, and provide bowings for the parts as necessary.

TRAVEL ALLOTMENT: Musicians traveling from greater than 10 miles outside Topeka city limits will be paid a per-service mileage allowance as follows:

- 10-50 miles from Topeka (includes Lawrence, Osage City, Reading, Baldwin City, Meriden, Holton and Wamego): \$7.50 per service
- Greater than 50 miles from Topeka (includes Emporia, Manhattan & KC Area): \$15 per service.

PAYCHECKS: Paychecks will be mailed within three business days after each concert event. This procedure will alleviate post-concert congestion and permit a more accurate accounting of payroll.

SCHEDULE OF REHEARSALS

- The schedule of rehearsals is based on the most recent Master Schedule. The Master Schedule will be delivered to all musicians prior to the first rehearsal. If you lose your Master Schedule, please call ASAP (232-2032) and the Symphony Office will send you a new one.
- Rehearsals are 2 ½ hours in length. A 15-minute break will commence sometime within the first 90 minutes of rehearsal.

DRESS CODE: “Concert Black” shall be defined in the following way:

- **MEN:** Black shoes, black socks, black tuxedo or suit, white tux-shirt, black bow tie.
- **WOMEN:** Black shoes, black socks or hose, *floor-length* black pants or dresses, and black tops (sleeveless tops are not permitted.)
- **FOR BOTH MEN AND WOMEN:** Do not wear excessive jewelry. Excessive means anything that the audience could see and call us up to point out. It is surprising how conscientious our audiences are about our dress, so please make an effort to follow this policy. Hoop earrings, big spangly wrist baubles, nose-rings, audacious belt buckles, any kind of electrifying broaches, pins or neckpieces should not be worn. Also, there should be no designs, sparkly things, glitter dust or otherwise really shiny material worn on shirts/dresses. A further note about perfume and cologne: please do not wear perfume or cologne, as it may aggravate allergies and may become persistently unpleasant as it wafts through the Orchestra.

MUSIC: For the first concert of the season, music will be sent to all players. After the first concert, music for upcoming concerts will be distributed at a rehearsal or mailed as available. Players are responsible for the proper care of their parts, and for returning the parts after the concert as directed by the Librarian.

The Librarian keeps a detailed record of the individual parts distributed to each player. Failure to return your part (photocopy or original) after the concert may result in a delay of your concert stipend. Returning the parts promptly permits us to maintain our library properly, and helps avoid unnecessary late fees for rental music. The Librarian is Art Sandquist. Thank you for your cooperation!

TSO STAFF AND CONTACT INFORMATION:

- **TSO Office:** M-F, 8:30-5:00 (785) 232-2032.
- **John Strickler:** Music Director and Conductor (785) 232-2032
- **General Manager:** Kathy Maag (785) 232-2032
- **Office Administrator:** Molly Wisman (785) 232-2032
- **Personnel Manager:** Kathy Maag (785) 232-2032 Home: (785) 357-4189
- **Librarian:** Art Sandquist. (785) 354-8848
- **Production Manager:** Juan Rodriguez Cell: 383-9869
- **E-mail:** tso@topekasymphony.org is a good e-mail address for most correspondence. To reach individual office staff, please e-mail:
 - kmaag@topekasymphony.org Kathy Maag, General Manager
 - wisman@topekasymphony.org Molly Wisman, Office Administrator
 - strickler@topekasymphony.org John Strickler, Music Director and Conductor
- **TSO Mailing Address:** P.O. Box 2206, Topeka, KS 66601-2206.
- **TSO Street Address:** 2100 SE 29th St., Topeka, KS 66605
- **TSO Website:** www.topekasymphony.org