



Topeka Symphony Orchestra

ORCHESTRA POLICIES AND PROCEDURES

MEMBERSHIP

Schedules for the following season are distributed in the spring in for members to plan their schedules accordingly. Members can be excused from two concerts per season. Notify the Operations Manager **in writing via the online Absence Request Form*** as soon as possible. If a member misses more than two concerts per season, membership will be reviewed by the Music Director and orchestra committee.

**see 'ABSENCE REQUEST PROCEDURE' below for more details*

REHEARSALS

ELECTRONIC DEVICES: All electronic devices must be turned off during rehearsals and performances. They may, however, be used during breaks/intermission.

All Concerts take place at White Concert Hall (WCH) unless noted otherwise on the Master Schedule. School Day concerts take place at the Topeka Performing Arts Center (TPAC)

Directions

WCH: From I-70, take the MacVicar exit then follow MacVicar south to 17th Street. Turn left on 17th and enter the Washburn campus on Jewell Street off of 17th ([click for Google Map](#))

TPAC: Located just off I-70, take the 8th Avenue exit and travel west on 8th. TPAC is on the northeast corner of 8th and Quincy ([click for Google Map](#))

SCHEDULE OF REHEARSALS:

- Rehearsals are 2 ½ hours in length. A 15-minute break will occur within the first 90 minutes of rehearsal
- The schedule of rehearsals is based on the most recent Full Schedule. The Full Schedule is accessible by [following this link](#) and will be delivered to all musicians before the first rehearsal. If you lose your Full Schedule, please click the above link to download another copy.

SERVICE CANCELLATION: In the event of inclement weather or other unforeseeable circumstances beyond the control of the Symphony, the Operations Manager and/or the Music Director shall determine if a rehearsal or performance shall be canceled or altered in any way. Once this decision is made, the Operations Manager shall immediately implement the established telephone and/or email contact procedure. This information shall also be communicated to the news media, if time allows, by the Symphony office. If a service is canceled for any reason other than said unforeseeable circumstance, there shall be a two-week notice. Any service canceled with less than a two-week notice shall be compensated, except under circumstances beyond the direct control of the Topeka Symphony.

ATTENDANCE

All Orchestra Members are expected to be at all rehearsals for all performances unless their services are not needed for that concert. If a player must miss a rehearsal or a concert and its preparatory rehearsals, please notify the Operations Manager as per the procedures outlined below. Rehearsal start times are as listed on the Master Schedule.

- All substitute musicians will be hired by the Symphony office
- To perform at a given concert, a member may miss no more than two rehearsals at the discretion of the Music Director. The Music Director and 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 cycle

Members of the Topeka Symphony Orchestra are expected to attend all rehearsals and performances whenever their services are needed.

Absences will be granted upon written request. **Please submit a written request to the TSO Operations Manager via the online [Absence Request Form \(click here\)](#) 30 days in advance** of the requested date or a reasonable time after the event, if the absence is unforeseeable.

Please note the following information:

- Excessive absence from rehearsals could result in the replacement of the player for that concert
- Excessive absences could jeopardize a player's position in the orchestra
- If a player is absent, the Music Director and Section Principal may direct a temporary seating change for the service involved
- All personnel are expected to be ready to play at the scheduled time. Failure to do so shall be considered tardiness, except in severe weather conditions. Non-emergency tardiness will result in service pay reduction by fifteen-minute increments. To best utilize rehearsal time announcements will be given five (5) minutes before the start of rehearsal at which time you should be in your seat
- It is the responsibility of the player to notify the Operations Manager of circumstances affecting their attendance. Failure to do so could result in unexcused absence(s) or tardiness

ABSENCE REQUEST PROCEDURE: All absence requests must be made using the TSO's online "Absence Request Form" ([click here](#)). This form is available online and is accessible 24/7. The form must be completed no less than 30 days before the expected absence. An absence request will NOT be considered until a completed online Absence Request Form is received by the TSO Office. Absences reported via email will not be considered.

If you need to submit an absence request, please complete the online Absence Request Form with as much advance notice as possible, but no later than 30 days in advance of the requested absence. This permits 1) reasonable discussion with the Music Director and Section Principal, and 2) time to find an adequate replacement.

LEAVE OF ABSENCE A leave of absence not to exceed one concert season may be requested by a musician, but must be made in writing to the Music Director. Leaves of absence will be granted at the discretion of the Music Director.

DISMISSAL OF A MEMBER:

- **MUSICAL:** Should the Music Director conclude that a member is not musically competent, that member will be required to re-audition or be dismissed from the orchestra. The Music Director will consult with the principal players of the instrumental family involved, as well as the Orchestra Committee Representative for that instrumental family, before any re-audition or dismissal.
 - **NON-MUSICAL:** a member who consistently fails to follow orchestra procedures and guidelines or accrues excessive unexcused absences or exhibits unprofessional behavior may be subject to dismissal following a meeting with the Music Director and a majority of the Orchestra Committee. This member will be notified in writing when the problem becomes evident and will be allowed to correct the problem before formal action is taken.
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REMUNERATION

Payment for all musicians will be per service (a rehearsal or a concert constituting one service) in the amount stipulated in each musician's contract.

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

TRAVEL ALLOTMENT: Musicians traveling from greater than 10 miles outside Topeka city limits will be paid a per-service mileage allowance. The travel allotment will be based on the number of miles traveled to Topeka and will fall into two categories: 1) 10 – 50 miles from Topeka (including Lawrence, Osage City, Reading, Baldwin City, Meriden, Holton, and Wamego) and 2) greater than 50 miles from Topeka (including Emporia, Manhattan, and the Kansas City area.) The allotment rate will be stipulated in each musician's contract.

DRESS CODE: Please ensure that your clothing is in good condition and is not dirty, frayed, worn, or otherwise in poor condition. "Concert Black" shall be formalwear defined in the following way:

- **MEN:** Black shoes (no sneakers, sandals, or flip-flops), black socks, black tuxedo or suit, white tux-shirt, black bow tie.
 - **WOMEN:** Black shoes (no sneakers, sandals, or flip-flops), black socks or hose, floor-length black dress pants (no jeans), below-the-knee skirts or dresses, and black tops (no strapless or spaghetti straps.)
 - **EVERYONE:** Do not wear excessive jewelry. Please do not wear perfume or cologne, as it may aggravate allergies
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MUSIC: String parts will be electronically scanned and emailed to the string players before the first rehearsal for each concert. String Section Principals will be expected to provide section-seating assignments to the Operations Manager promptly and provide bowings for the parts as necessary.

For the first concert of the season, scanned music will be e-mailed to all players, and original parts will be on the music stands at the first rehearsal. After the first concert, music for the woodwind, brass, and percussion players for upcoming concerts will be distributed at a rehearsal or e-mailed, as available.

All players are responsible for the proper care of their parts, and for returning the parts after the concert as directed by the Operations Manager. The Operations Manager 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.

VACANCIES AND AUDITIONS

VACANCIES: Orchestra Members are encouraged to assist in the recruitment of prospective new members or for the substitute personnel pool. Vacancies will be announced through local and area media.

AUDITION PROCEDURES:

- Auditions are required for all regular orchestra members. Preliminary auditions shall be behind screens; call back and Concertmaster auditions may be without screens
 - The audition committee for regular orchestra member vacancies shall consist of the Music Director, the Concertmaster, and the principal of instruments being auditioned. Principals of the family of instruments being auditioned will be included on the committee, as available. The audition committee for Principal Chairs shall consist of the Music Director, the Concertmaster, and up to three other principal chairs, as appropriate.
 - The TSO office will give notice of any orchestra vacancies to all area colleges, universities, and local media.
 - Audition repertoire may consist of selections from standard orchestral works, prepared solo excerpts, and sight-reading chosen by the Music Director in collaboration with the Concertmaster and principals. Audition materials shall be made available at least 30 days before the audition date.
 - Every effort shall be made to hear all who wish to audition for announced vacancies. The audition committee shall, however, reserve the right to terminate a candidate's audition if it is immediately evident that the candidate does not meet the high standard of the symphony.
 - All regular orchestra musicians shall be allowed to audition for titled positions that become vacant, or as a means of filling vacancies in the first violin section when they occur (e.g., second violin to first violin) without jeopardizing their current position if their audition is unsuccessful.
 - Auditions for emergency vacancies and on-call players will be held whenever possible.
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TSO STAFF CONTACT INFORMATION

- **TSO Office:** M-F, 9:00-5:00 | 785/232-2032
- **TSO Mailing Address:** P.O. Box 2206, Topeka, KS 66601-2206
- **TSO Street Address:** [519 SW 37th St., Topeka, KS 66611](#)
- **TSO Website:** www.topekasymphony.org



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Approved by the Topeka Symphony Orchestra Committee

March 26, 2016

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