



Masterful Musicians ~ Powerful Performances
Cal Stewart Kellogg, Music Director Emeritus
Nicholas Ross, Associate Conductor

Tony Masiello, Orchestra Personnel Manager
(602) 620-6546 desertreed10@gmail.com

ORCHESTRA PROCEDURES 2024-2025 SEASON

REHEARSAL SERVICE: A gathering of the orchestra for a 2.5-hour session. There will be a fifteen (15) minute break that will begin after no more than (90) minutes of rehearsal time.

SOUND CHECK SERVICE: A gathering of the orchestra in advance of the concert to balance the sound of the orchestra in the concert hall. Call time will be no later than one-half hour prior to the service.

WHEN A SATURDAY MORNING REHEARSAL IS CALLED FOR THE CONCERT VENUE, there will be no Sunday Sound check and no refreshments served prior to the concert. Call time for a Saturday rehearsal will be no later than one-half hour prior to the service. For a Saturday rehearsal at the concert venue, musicians will be paid for a rehearsal service plus a one-hour sound check service in lieu of mileage.

WHEN A FULL ONE-HOUR SOUND CHECK IS CALLED FOR A SUNDAY AT THE CONCERT VENUE, call time is no later than one-half hour prior to the service. It will have no break during the sound check, however, refreshments will be served after the sound check and prior to the concert.

PERFORMANCE SERVICE: A live performance of the repertoire prepared during the scheduled rehearsal services. The pay scale is higher for a performance. The length of the program may be longer than a rehearsal service. It is understood that unforeseen circumstances may delay the start of the concert or the second half of the concert.

PER THE CONCERT VENUE CONTRACT: No musicians are allowed onstage during the setup or teardown. Musicians may warm up in the Playhouse or other spaces backstage and wait to be notified by the Stage Manager as to when they may enter the stage.

PERFORMANCE DRESS CODE: All performers are expected to adhere to dress code as described below:

Female performers are required to wear either an all-black long-sleeved, ankle length dress without any glitter, or ankle length black dress pants (no denim or leggings) *with black stockings and closed-toe black shoes while onstage, (per the concert venue contract)*.

Male Performers are required to wear a tuxedo with a white shirt, black tie, black socks and black shoes.

MUSIC FOLDER AND MUSIC: A musician who returns a music folder and/or music in a damaged condition will be charged the cost to replace as well as any shipping charges incurred. Repayment arrangements must be made through the Librarian or may be deducted from his or her payroll if discovered and reported early enough (within 2 days after a concert).

AUDITIONS: Candidates seeking employment by the West Valley Symphony will be asked to audition behind a screen (blind audition).

AUDITION COMMITTEE: The Committee consists of a panel of seven orchestra members chosen at the discretion of the Music Director (M.D.). Each panel member will have only one (1) vote. The M.D. has three (3) votes for a total of ten (10). The Audition Committee convenes approximately 30 minutes before the audition begins. At that time rules are discussed and excerpts for the first round selected. The Committee is not obligated to appoint any of the candidates. The first round of the audition is used to determine those who are qualified to play in the orchestra. A candidate must have a minimum of six (6) votes to pass into the second round. A current member of the orchestra participating as a candidate, or a long-standing and well-respected substitute may have the option of playing in the first round or waiting for the second round to audition. The second round and subsequent rounds, if needed, are for selecting the winning candidate. Sight reading may also be used to break a tie. When a round of auditions is completed, discussion can take place only if instigated by the M.D. Once discussion is completed, votes are collected and the Personnel Manager (P.M).

PROBATION: The first season a winning candidate plays with the WVS is considered a probationary period. The player may be dismissed at the discretion of the M.D. within that time. Should there be no complaints at the end of the season, rostered status is granted. Completing the probationary status and achieving rostered status will not modify the at-will nature of the musician's employment. The WVS retains the right to terminate any orchestra members at any time, at its discretion.

ROSTERED STATUS: An orchestra member is considered a rostered musician eligible to play in successive seasons. **To maintain a position on the roster:**

- A rostered musician must commit to playing 4-concert cycles of the current 6-concert season to maintain that status. A rostered player will not be penalized for a concert in which they do not have a part.

All rostered, non-probationary players are entitled to have up to four (4) rehearsal absences per season (not to exceed one (1) absence in each concert cycle.

- When there is a foreseeable absence, all **Wind, Brass and Percussion players** will notify their section **Principal**. The Principal will then furnish a list of preferred substitutes to the P.M. If none of these substitutes are available to perform, the P.M. and M.D. will seek to fill the void.

- All **String players** absences will be handled internally by section leaders after consultation with the P.M.
- Any absence will need to be reported to the P.M. at least two 2 weeks prior to the first rehearsal for that concert cycle, except in the event of a medical emergency or family obligation.
- A musician who fails to meet the requirements, except where leave protected by applicable law is taken will be in a probationary status for the following year.

The M.D. may grant a leave of absence to a rostered musician for one season. A leave of absence of more than one season requires the musician to audition to regain rostered status.

STRING SECTION SEATING: The placement of String section players is determined by advertised chair auditions. In general, contracted rostered players that are no longer on probationary status have the right of first refusal to advance to the adjacent chair up from their position when an absence occurs. In consultation with the M.D., the Principal of the section can do placement when there is a case of multiple absences and it is necessary to rearrange seating of players.

SUB LIST: Subs are qualified musicians that the WVS may use to replace an orchestra member when needed. Each Principal player will supply the P.M. with a list of preferred players to hire if necessary. Should none of the suggested players be available, the P.M. and M.D. will fill the position with a qualified instrumentalist of their choosing.