

Musicians Handbook

RENO POPS ORCHESTRA

P.O. Box 20952, Reno, Nevada 89515-0952

775-673-1234

www.renopops.org

I. Mission and Philosophy

The Reno Pops Orchestra seeks to help people of all ages and backgrounds in our community explore the adventures found in orchestral music. To accomplish this goal, we:

- Provide free and low cost concerts in Northern Nevada and Northeastern California to as wide an audience as possible, including many family and children's concerts.
- Educate and excite audiences with entertaining, accessible performances of the highest quality from a wide variety of styles, periods, and genres.
- Gather regularly as a community of devoted musicians from all walks of life to share our love of and dedication to music; performing professional-level literature under an accomplished conductor.
- Encourage young talent through scholarships and guest artist opportunities, our summer music camp and our other quality outreach programs.

II. Who May Join The Pops?

Our members include professional, para-professional and highly-skilled student musicians who have the requisite musical skills to perform professional editions of standard literature and who have the desire to commit their time and talent to the Reno Pops Orchestra.

Any musician may sit in on any open rehearsal. We do this to share the orchestral experience with as many people as we can. Rehearsals not designated as "open" (regular and dress rehearsals) are to be attended only by musicians who will be performing in the upcoming concert. Musicians who are interested in joining the Reno Pops Orchestra are invited to talk with their section leader and the conductor.

To become a regular, performing member of the Reno Pops Orchestra, you are invited to sit in for several rehearsals, after which you may schedule a musical interview with the conductor. Only regular members of the orchestra are permitted to sign out music folders.

Guests should not take music home. Guest musicians attending open rehearsals should be greeted by their section leader and given an enrollment form and copy of the Musician's Handbook if they would like one.

III. Calendar and Rehearsal Schedule

- Regular rehearsals are held from 7:00 to 9:15 PM on Wednesday nights, although there will be times when a final rehearsal will run later than 9:15 PM.
- Rehearsals start in late August/early September and run through mid July. We try to avoid holding rehearsals during holidays.
- Our typical performance season will include five to seven concerts.

IV. Musician Responsibilities

A. Attendance

Although we are an unpaid, volunteer community organization, we strive for the highest standards of professionalism and commitment. To accomplish this we expect that you:

- Attend a minimum of 75% of rehearsals in any concert set. If you are unable to fulfill this commitment it is your responsibility to notify the Section Leader well in advance, to assist in finding a professional-level substitute if needed, and offer to sit out on that concert.
- If you need to miss a rehearsal, please contact your Section Leader or Principal at least two days in advance to assist with rehearsal planning. Section Leaders should communicate this information to the Conductor no later than the morning of the rehearsal in question.
- Attendance at dress rehearsals is required. Please schedule your time so that you will be able to attend these critical rehearsals. Players who are unable to attend the dress rehearsals may, at the discretion of the Conductor, be asked not to play the concert. If you are unable to attend, it is your responsibility to communicate this information to the Section Leader and Conductor.
- If you are a regular member of the orchestra and know you are going to miss a concert, notify your Section Leader or Principal well in advance of the first rehearsal of that set, so that substitutes can be arranged.

B. Punctuality

- Members should arrive at rehearsals at least 15 minutes early to allow time for set up and warm up and should plan to attend the entire rehearsal.

“15 minutes early is on time. On time is late.”

- Percussionists should arrive at least 20 minutes prior to rehearsal to set up equipment in time for the downbeat. They are also required to carefully and completely store all equipment at the end of rehearsal.
- The tuning note for rehearsal is sounded at 7:00 p.m. The downbeat for regular rehearsals is at 7:05 p.m.

C. Section Rehearsals

- Sectionals are a wonderful opportunity to learn from your fellow musicians and are critical to the success of the group. Attendance is mandatory. The Principal may schedule a sectional rehearsal as needed or as requested by the Conductor.

D. Courtesy in Rehearsal

- Musicians must be quiet and attentive in rehearsal in order for us to achieve success. No talking, distracting comments or practicing is acceptable while rehearsal is in progress. Use this time to listen and learn what others are doing, or silently review your own part.
- Always treat your fellow members of the orchestra, and all who attend our rehearsals, with the utmost courtesy, kindness and respect.
- All musicians must assist with set up and clean up at each regular rehearsal. You are responsible to return your chair to the pre rehearsal position and to place your stand in the rack provided.
- Treat the rehearsal and performance facilities with utmost respect. Do not touch any equipment not belonging to you or the Pops.
- Practice during the week so you are proficient at playing your parts. This allows the rehearsal to proceed smoothly.
- Taking music lessons is encouraged.

E. Concerts

We strive for the highest standards of professionalism and therefore expect the following:

- Arrive on time for all sound checks and performances, properly dressed and ready to play your best. If you are going to be late to a sound check, contact your Section Leader via text, immediately.
- A sound check will be held at the performance site prior to the concert. Sound checks generally last for 60-90 minutes, followed by at least a 30-minute break before the beginning of the concert. The sound check is essential for balance and logistics, and attendance is mandatory.
- Absolutely no private conversation or talking during rehearsals or concerts, especially when we are using microphones or being recorded. This also means no discussion or distracting comments between pieces.
- Drinking of alcoholic beverages before or during a performance or rehearsal; or being under the influence of any substance that impairs one's reflexes and judgment is prohibited. Quite simply, it compromises your ability to play your parts, which in turn adversely affects the performance of the entire group, and can adversely affect the family-friendly image that we work so diligently to achieve and that our audiences value so highly.

- All musicians are expected to dress uniformly in concert black unless you hear otherwise on an official information sheet or from the Conductor during rehearsal. Standard concert attire:

Men: Black tuxedo pants and jacket, or a nice black suit
 White wing collar tuxedo shirt
 Black Bow Tie
 Black Dress Socks
 All-Black Dress Shoes
 No Cologne

Women: Black full-length dress (long-sleeved with no slits above the knee)
 - or -
 Black full-length skirt (no slits above knee) and long-sleeved black blouse
 -or -
 Black dress pants and long-sleeved black blouse

 Black nylons or socks
 Black dress shoes
 No perfume
 Simple jewelry only

- Outdoor performances can be uncomfortably warm or cold. We may alter our attire for the occasion if approved by the Conductor.

F. Music

Players must be regular members of the orchestra in order to sign out music folders. You must provide your name and contact information on the music sign out sheet. Bring the music to every rehearsal. Winds and brass players must send their music if they are going to miss rehearsal. If a player is not playing a concert, music must be returned immediately—and in all cases, before the day of the concert. Always remember: the music does not belong to you.

- Each player must bring a pencil to every rehearsal and sound check.
- Players should ALWAYS use a soft, #2 pencil to make markings in the music. Markings should be light enough to be easily erased. Use of sticky notes and other safe, nonpermanent study aids are encouraged. If you prefer photocopies of the music, contact your section leader.
- **NEVER use ink, colored pencil, highlighters, tape, glue, or any permanent adhesive on the music.**
- You are responsible for the care and prompt return of all music. Some of the Pops music is rented and cannot be replaced. You will be held financially responsible for any music and folder not returned after the concert.
- **ALWAYS REMEMBER** the music does not belong to you.

V. Seating

The Conductor will determine the section seating. The Conductor may rotate players through the section during the season to allow musicians to grow and to enhance the overall sound of the orchestra.

- Solos are generally played by the principal player in each section; however, the Conductor reserves the right to rotate parts or solos around to best use the varied talents of the members of the section.
- We allow some doubling in the wind sections—subject to Conductor approval—to provide ample strength to cover any instrumentation or contingencies and to allow more players to enjoy the experience of playing with the Pops.

VI. Volunteerism

Volunteerism is expected of every member of the Pops and is crucial to our success as a community orchestra. Members of the Pops are expected to perform some type of volunteer work for the organization, either in a leadership position or as a member of a crew or committee. We also encourage you to get family and friends involved in supporting the Reno Pops Orchestra.

Volunteer Opportunities Include:

Flyer & Poster Designer – *works with the Marketing Committee to help design flyers and programs.*

Concert Program Designer - *does layout and design of our concert programs, submits them for printing, and delivers them the night of the concert.*

Music Librarian - *coordinates activities of the Music Library Committee.*

Outreach Program Coordinators and Committee Members (designate areas of interest)

___ *Composer's Night*

___ *Conductor's Workshop*

___ *Concerto Festival*

___ *St. Vincent's Coordinator*

___ *Summer Music Camp*

___ *Kindergarten Roundup/Instrument Petting Zoo/Discover Music*

Personnel Manager – *confirms musician availability for concerts, reminds Section Leaders about deadlines for concert programs. Assist conductor in ascertaining holes and recruiting needs.*

Player's Committee Chair – *calls and presides at Player's Committee meetings, oversees and advises Section Leaders in their role, serves as spokesman and leader in the orchestra regarding musician concerns, and communicates musician suggestions and concerns to Board and Conductor.*

Production Manager and Assistants – *arranges for concert venues and manages logistics.*

Sergeant-at-Arms - *makes sure the orchestra ends each rehearsal break and concert intermission on time. Monitors rehearsal etiquette and courtesy, and reminds musicians of important aspects as needed. Backs up Player's Committee Chair on Musicians Handbook concerns.*

Equipment Manager – *arranges equipment transport and supervises concert set-up.*

Stage Manager – *arranges and directs stage setup and takedown, stand lights, etc.*

Multi-Media/Technology Director – *arranges slides and videos for concerts, assists with technological aspects of concerts and rehearsals.*

Section Leader/Section Rep – *records attendance, morale/cheering section, rehearsal etiquette represents section at Player’s Committee Meetings, calls and organizes section rehearsals, greets new players, distributes handbooks, and collects enrollment forms.*

Volunteer Coordinator - *recruits/coordinates the volunteers. In collaboration with the Conductor collates information from the enrollment form for use in filling committees and open positions.*

Webmaster - *maintains and updates the orchestra website.*

Facebook/Social Media Coordinator --*maintains and updates an upbeat social media presence.*

Education and Outreach Coordinator(s) – *Oversees the coordination of our Outreach Program. Helps coordinators of each program develop and maintain a binder of checklists, timelines and procedures, and reports to the Board about our outreach programs.*

Crews and Committees:

Finance Committee - *help recruit Corporate Sponsors, plan fundraising events, write and submit grant requests*

Music Library Committee - *acquire, copy, distribute, track, and catalog music*

Players’ Committee - *addresses and communicates orchestra concerns and suggestions*

Marketing & Publicity Committee - *publicizes concerts through printed material and media;*

Rehearsal Crew – *assists with set up and cleanup of rehearsal space*

Stage Crew - *transport, set up and tear down concert equipment*

Arranging / Orchestrating Staff - *assist with arranging and preparing our custom arrangements*

VII. Section Leaders

Section Leaders will be elected or appointed from each section based on instrument type.

Responsibilities include:

- Track and record attendance for their section
- Remind players of the 75% attendance rule and encourage adherence to guidelines
- Make sure each musician completes and submits an Enrollment Form and submit it to the Personnel Manager for inclusion in the POPS database.
- Make sure each member in the section understands the Musician Handbook and signs and turns in the Musician’s Agreement (refer to Handbook Acknowledgement and Acceptance Form on the last page of the Handbook).
- Greet new players at open rehearsals and make all players feel welcome and appreciated. Answer questions about POPS and introduce players to the Conductor or other leaders
- Anticipate holes and openings and work with Conductor, Personnel Manager and section-mates to recruit excellent players to fill them
- Encourage section members to volunteer and get involved with the POPS
- Call for and organize section rehearsals as requested by section members or Conductor

- Remind musicians of proper rehearsal etiquette and encourage adherence to guidelines
- Represent section (or send a substitute) to Player's Committee meetings
- Circulate and double check the musician personnel roster for each concert program
- Make sure no POPS music goes out the door without permission and make sure contact information was obtained

VIII. Financial Contributions

The actual cost to maintain our orchestra is over \$933 per player per year. We encourage musicians, their families and friends to become supporting members of the Reno Pops Orchestra to help offset these expenses. Membership contributions go toward Conductor's fees, music costs, rehearsal site rental, concert venues and operating expenses. Each musician is expected to make at least a minimal annual financial contribution to the Reno Pops.

IX. Organizational Structure

The Reno Pops is a nonprofit 501 (c) (3) organization, governed by a Board of Directors. The Executive Board includes a President, Vice-President, Treasurer, Secretary, and Past President. The full Board includes the above officers plus committee chairs covering a variety of duties and projects and representative(s) from the orchestra.

Tear-off Signature Page

HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE FORM

- I have read the Reno Pops Orchestra Musicians Handbook and agree to all the information, policies, and expectations described therein.
- I understand that my commitment to the Reno Pops Orchestra is strictly voluntary and on a season-to-season basis. I agree to support the Reno Pops Orchestra's quest for musical excellence.
- I agree to consult with my Section Leader if attendance issues or other questions or concerns arise.
- Since information and policies are subject to change, I understand that such changes will be communicated to me by my Section Leader or by another official of the Reno Pops Orchestra.
- I agree to allow my email address to be used for communication from the Reno Pops. My address may be included in a directory of Reno Pops musicians for orchestra use only.

I agree to allow the Reno Pops Orchestra to publish photographs that include my image when germane to orchestra publicity, grants, or other orchestra business.

Name (Print) _____

Address _____

Phone _____ Email _____

Signature _____ Date _____

[Please complete, sign, and return this page to your Reno Pops Orchestra Section Leader.]