



# Georgia Philharmonic Members' Handbook

Rev. F

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# Welcome to Georgia Philharmonic!

*A message from board president Peter Hildebrandt*

Welcome to Georgia Philharmonic! You may not realize it yet, but you have joined a unique group, a community orchestra that is different from all others, and one of the best around.

The Georgia Philharmonic is designed to appeal to the best musicians by playing adventurous, ambitious, varied repertoire, by promoting a spirit of fun and musical adventure.

From the beginning, Georgia Philharmonic has taken risks and tried innovative ways to capture the audience's imagination. Georgia Philharmonic's spirit is iconoclastic, fun, egoless, egalitarian, and "all-for-one-and-one-for-all." People who play in the orchestra tend to fit a particular profile.

Who plays in Georgia Philharmonic?

- Experienced musicians from all over the Atlanta area
- Professional-caliber musicians, semiprofessionals and talented amateurs
- Teenagers, seniors, and everyone in between
- People with more sophisticated musical tastes and a desire for musical adventure
- Musicians who are still in love with music, who haven't become jaded
- People willing to share solos and seating
- People who like to help out
- People who are responsible and honor their commitments



We're committed to growing our musical standards, and we'd like your help to do that. Let's make some great music together!

*Peter*

## Our Mission

Here is our Mission Statement:

*Georgia Philharmonic enriches the lives of its musicians and the community by presenting spirited, high-quality performances of ambitious orchestral music in an innovative, educational and entertaining format.*

What does this mean to orchestra members? It means we are committed to being a musicians' orchestra, a group that is fun and exciting to be part of, yet challenging and exacting in its musical standards.

In addition, our mission includes establishing and nurturing relationships in the community. We seek to reach out to families, performers, music educators, and everyone interested in symphonic music. We hope to involve local governments and businesses in our effort. With your help, we can fulfill our mission.

## Our Values



Our values are as important as our mission. These values guide everything we do. They are:

- Act with integrity and be truthful
- Keep commitments
- Treat people with dignity and respect
- Promote positive relationships
- Excel
- Be an ambassador

We ask that all orchestra members live these values in every interaction in the orchestra. Orchestra members who do not live the values may be asked to leave the orchestra.

# Making the Orchestra a Success

## Members

Members (also called voting members) are musicians that currently play full-time in the orchestra. Members are committed to actively participating in all rehearsals and concert sets as required by the music. A musician may become a member by auditioning and committing to at least one season of concerts.

## Alternates

Non-Member musicians who periodically appear with Georgia Philharmonic are designated Alternates. Alternates are not required to pay dues, and may be asked by the personnel manager to play a specific concert set. Alternates serve as the first-call pool when substitute players are needed. While Members are assumed to play every concert set unless they notify the orchestra otherwise, Alternates must coordinate with the personnel manager prior to playing a concert set. If they would like to become an Active Member, they are welcome to arrange an audition through the personnel manager. The personnel manager maintains the roster of Alternates.

## Concert Set

A concert set is a series of rehearsals that end in one or more concert performances.

## Your Responsibility



When you become a member of Georgia Philharmonic, you join an extraordinary family of musicians. We are people who care about great music, and love rehearsing and performing it. When players or parts are missing or late, it diminishes the experience for **everybody**, not just the Music Director or Personnel Manager. You have an obligation to **all** your fellow musicians to make Georgia Philharmonic a high priority.

Here is what your fellow musicians expect of you when you agree to play in Georgia Philharmonic.

## Member Attendance

Please note that the following is a guide for Members on what is acceptable to ensure the ensemble's playing quality. It is not a "quota system;" you are **not** encouraged to go up to the limits stated below. Obviously we expect everyone to be at all rehearsals and concerts, on time.

1. You are expected to fill in which rehearsals (and concert sets) you will be able to attend periodically during the season on the web site (see Web Site). If you cannot locate the web site or need help, e-mail the personnel manager at [personnel@georgiaphilharmonic.org](mailto:personnel@georgiaphilharmonic.org).
2. Upper limit on **missed rehearsals: two** rehearsals per concert set. **More than two absences** in a concert set are excessive. In the event this happens, the musician will be dropped from the concert set.
3. Members who expect to miss a rehearsal must notify the personnel manager as soon as possible via e-mail ([personnel@georgiaphilharmonic.org](mailto:personnel@georgiaphilharmonic.org)) **and** notify their principal player prior to the rehearsal (except in emergencies).
4. Upper limit on **missed concert sets: one** per season.  
*(The limits above don't apply to concert sets or rehearsals for which a Member isn't needed, of course.)*
5. **Tardiness:** To be avoided! Members should arrive at least fifteen minutes before the start of rehearsal. Percussionists may require up to one half hour.
6. All members have an obligation to **notify the personnel manager, obtain subs, and get their music to rehearsals** if they will miss a concert set. The personnel manager may be able to assist in locating a sub, if needed. Subs should come first from the alternates, when possible. The section principal and ultimately the personnel manager may override a sub selection if they feel the sub would not be appropriate.
7. All members are requested to **give notice** of a missed concert set at the earliest possible time, to facilitate obtaining a sub.
8. In the event that a player is dropped in the middle of a concert set because of excessive absences, both the absences prior to the dropping and the missed concert set will be recorded, because of the grave inconvenience this causes the orchestra. In these cases, it is usually too late to replace string players, and the subs found for wind and percussion players are rarely as good as the originals. If the player knows about the absences in advance, it is far better to drop out of the concert set beforehand.
9. Members who have extenuating circumstances (illness, pregnancy, etc.) may take a **leave of absence** without incurring any penalty. Discuss any such situations with the personnel manager. It is at the personnel manager's and music director's discretion whether to excuse absences.

Please contact the personnel manager if you'd like to see your attendance record. You can keep your own records as well.



**Remedial Action.** When Members exceed the above limits, a dialogue will be initiated by the personnel manager. In the event that the Member is asked to downgrade from Member to Alternate, he or she may appeal to the Board of Directors.

Before each concert set begins, check the rehearsal schedule to be sure you can make **all** the rehearsals. If you have any conflicts, or suspect they might pop up, **tell the personnel manager** (on the web site [www.georgiaphilharmonic.org/rehearsals.html](http://www.georgiaphilharmonic.org/rehearsals.html), or in e-mail [personnel@georgiaphilharmonic.org](mailto:personnel@georgiaphilharmonic.org)). Please be honest. We may ask you to skip the concert set if there are too many conflicts or you can't make the dress rehearsal, but that's much better than starting the concert set, missing rehearsals, and then being dropped.

**IMPORTANT:** We assume you will play every concert set unless you tell the personnel manager otherwise.

## Principal Chairs

Members sitting principal have an additional set of responsibilities which come with the privilege of leading the section. Principals are responsible for:

1. Setting the seating for their section as they see fit. The seating can be determined by musicianship, partners that play well together, or people with specific concerns such as eye sight and hearing.
2. Ensuring that any markings (dynamics, bowings, measure numbers, cuts, etc.) are consistent throughout the entire section. The principal can mark the parts personally, or expect the section members to get markings from them at a break.
3. Working with other principals, the concertmaster, and the musical director to ensure that the parts are played and notated consistently (dynamics, bowings, etc.).
4. Being aware of section members who will not be at the rehearsal and ensure that the personnel manager is aware as well.
5. Additionally, string principals are expected to distribute bowings to their section no later than the third rehearsal of a concert set. Bowings may, of course, be changed later.

## Dues

Georgia Philharmonic is a self-funding, non-profit organization. Our expenses are considerable. We pay for rehearsal and performance space, music rental, liability insurance, advertising, mailings, and so on. Ticket sales and donations cover only part of this, so we ask orchestra Members to pitch in as well. Orchestra Members are asked for a

\$150 donation at the beginning of the season **which is tax-deductible**. Checks payable to Georgia Philharmonic should be given to the treasurer. (If you do not know the treasurer, please ask the personnel manager.)



Although donations are not mandatory (that's why they are called donations after all), they are strongly encouraged for those who can afford it. Like playing tennis, joining a pool, or taking Taekwondo, it is reasonable to pay something for the recreational activities you enjoy. Member donations allow the orchestra to continue to provide a great environment in which to make music. We understand that some students and those undergoing other financial hardships may not be in a position to donate.

## Photo and Bio

Members are required to keep their bios and photos current on the Georgia Philharmonic website. If you do not have a photo, notify the webmaster and one will be taken of you just prior to the next concert. Notify the personnel manager or webmaster if you have updates. Having these items updated keeps the orchestra fresh for our web site visitors and also gives you the recognition you deserve.

## Intellectual Property

From time to time we will take photos, make records, shoot video, and use your bio information on the web site. We appreciate your flexibility in allowing us to use these items, as it enables us to promote the orchestra.

# Who Sits Where?

## Strings

Principal chairs may be auditioned annually before the first rehearsal at the discretion of the music director. During auditions, any member may audition for the principal chair. Principals are responsible for determining seating for their section throughout the season. Members who would like to change seating should talk to their section principal.

## Woodwinds, Brass and Percussion

Principal chairs and specialty instruments (e.g. English horn, piccolo, bass clarinet, timpani, mallets, etc.) may be auditioned annually before the first rehearsal at the discretion of the music director. During auditions, any member may audition for the principal chair. Principals are responsible for determining seating for their section throughout the season. Members who would like to change seating should talk to their section principal.

## Joining the Orchestra

We're always looking for talented new players. Often we need a substitute player for a rehearsal or concert set; sometimes we need increased forces for a Mahler symphony or other large work; occasionally we need to replace players who leave the orchestra. We require a short informal audition to join the orchestra. Substitutes are accepted by a reference from an existing orchestra member. If you know of someone who would love to play in Georgia Philharmonic, ask him or her to contact our personnel manager or apply on the web site under Auditions.





# Checklists for Orchestra Events

## Rehearsals

- **Be on time.** Please try to be warmed up and ready to play right at **7:30 P.M.** We understand that daytime commitments can occasionally make us late. But don't let lateness become routine.
- **Bring your stuff.** Remember your music, pencil, any required mutes or other paraphernalia, and all those other good things.
- **Have fun** during rehearsals, but please try to keep noise and other disruptions to a minimum, out of respect for your fellow musicians.
- **Work on the fundamentals.** Rehearsals offer an opportunity to hone your ensemble skills. If you find yourself just going through the motions, listen to how your part fits into the orchestra. Being more aware of the whole sound helps your intonation, rhythm, dynamics, and phrasing. You'll get more out of rehearsals, and you'll be amazed at the difference it makes!



## Dress Rehearsals

- **Be on time.** Friday night dress rehearsals start right at **7:30 P.M.** Saturday dress rehearsals start right at **3 P.M.** Missing players can delay the start of the rehearsal. And the later we start, the later we'll get out.
- **Concentrate and listen** to the rest of the orchestra. The more you can think like it's a performance, the easier the actual performance will be.
- **Avoid over taxing before the concert.** Brass and wind players, with demanding concert parts, should monitor their own playing to ensure sufficient endurance for the performance.

## Concerts

- **Make the call.** Our concert call, **30 minutes before curtain**, is quite generous. Please don't make us panic; be there on time. In an emergency, send word with someone else in the orchestra or call someone on the board.
- **Dress.** Georgia Philharmonic concert attire is traditional black. **Men** should wear a tuxedo, black tie, white shirt, black pants, black socks, and dress shoes. **Women**

should wear a black dress, or blouse and black skirt (below the knees, please) or pants and closed-toe shoes. If you're in doubt about an outfit, ask the personnel manager.

- **Warm up.** Do warm up and be ready to go by the curtain. You may warm up either on stage or off stage, but be in your chair at least five minutes prior to curtain.
- **Decorum.** When on stage or mingling with the audience, please behave in a manner befitting a symphonic musician. No, you don't have to act like it's a funeral; let your spirit come through. But be thoughtful; you never know when a critic or donor may overhear what you say.
- **Keep the Stage Neat.** Have on stage only those things (e.g., instrument stands, mutes, reed water cups, essential to playing. Keep instrument cases and other items off stage.

# On the Internet

## Electronic Mail

We send important announcements to orchestra members by e-mail. You don't have to have electronic mail to be in Georgia Philharmonic, but it does help you stay better informed. If you don't have e-mail, ask a friend who does to notify you of any important messages. Here are some useful e-mail addresses for the orchestra:

Personnel Manager	personnel@georgiaphilharmonic.org
Music Director	musicdirector@georgiaphilharmonic.org
Music Librarian	librarian@georgiaphilharmonic.org
Advertising	advertising@georgiaphilharmonic.org
Box Office Manager	tickets@georgiaphilharmonic.org
Communications	communications@georgiaphilharmonic.org
Development	development@georgiaphilharmonic.org
Webmaster	webmaster@georgiaphilharmonic.org
President	president@georgiaphilharmonic.org
Vice President	vp@georgiaphilharmonic.org
Treasurer	treasurer@georgiaphilharmonic.org

## Web Site

The orchestra maintains a website at **[www.georgiaphilharmonic.org](http://www.georgiaphilharmonic.org)**. The site contains our concert schedule, audio clips of the orchestra in performance, and a list of orchestra members (with their bios). Tickets can also be purchased online.

The **Rehearsals** area contains rehearsal schedules, policies, directions to rehearsal and performance venues, and important announcements. We expect you to visit this section regularly, and prior to asking questions about any of these items. The private address which is just for orchestra Members is:



**[www.georgiaphilharmonic.org/rehearsals.html](http://www.georgiaphilharmonic.org/rehearsals.html)**

## Posters and Mailings

At rehearsals there may be posters, flyers or postcards available for that set's concert. Please take these and post them at work, school, place of worship, gym, or wherever potential audience members might see them. This will help us fill the hall. We also have season brochures so you can advertise our entire season.

Concert flyers are usually available online for you to print (in PDF format), in our web site's **rehearsals** section (see Web Site above).



We have an extensive mailing list of folks to whom we send flyers for each concert. Everyone you know with an interest in music should be on it. Go to the main page on our web site to add addresses.

## Donations and Grants

We are always happy to receive **donations**, cash or otherwise. See the Treasurer. Georgia Philharmonic is a 501(c)(3) non-profit organization, so donations are tax-deductible. Donors are acknowledged in program booklets and on the web site, and will receive acknowledgment letters for tax purposes.

If your company (or any company you know of) has a corporate **grant** program, please notify the development director how Georgia Philharmonic can apply for it. We can work together to make it happen. Thanks!

## Tickets

Want to play to a full house? Sell some tickets! It's easy to do. Tickets to all concerts are available for sale through our Box Office Manager.

You may check out tickets on **consignment** at any rehearsal. Sell them to your friends, coworkers, family, or complete strangers. Return cash or checks made out to **Georgia Philharmonic** and any unsold tickets to the Box Office Manager by Friday dress rehearsal for each individual concert. Unreturned tickets as of Friday's dress rehearsal will become the responsibility of the orchestra member unless alternate arrangements are made in advance with the Box Office Manager.

Georgia Philharmonic provides **one complimentary** (comp) ticket to each member for each event; see the Box Office Manager the evening of Friday dress rehearsal to receive

your comp ticket. We are also happy to provide tickets for special guests or VIPs, and to provide special **group rates** for groups of 10 or more when the group is paying for all tickets using a single form of payment.

## Concert Recordings

Our superb recording engineer makes excellent digital recordings of all our concerts and does so for the love of recording. You may **obtain a copy** of any of these on compact disc. Simply contact the personnel manager to obtain a CD. CDs are \$10 each.

# Helping Out

## Orchestra Board

Georgia Philharmonic's staff, like its musicians, consists of a dedicated corps of talented volunteers. They're here to help you be the best orchestra member you can be. They can do their jobs much better if you keep them informed.

## Open Board and Staff Positions

We are always looking for talented, dedicated people to help run Georgia Philharmonic. Staff members need not be musicians. Some jobs are permanent, while others are temporary, ad hoc or sporadic; we have all kinds of fun and interesting projects. You might love doing one of these jobs. You probably know someone who would enjoy one of these jobs. Let us know about them!

