



Orchestra Musicians Master Agreement – Updated 2024–25

Introduction

Playing in an orchestra requires the collective effort and commitment of all musicians working towards common goals. We therefore agree as a collective body, to maintain a positive and collegial rehearsal environment in which mutual respect, courtesy, and patience are expected of every individual. Such behavior encourages a risk-free learning environment, supports the growth of our orchestra, and maximizes our performance potential as we strive to achieve musical excellence and share the joy of music. Behavior that disrupts this environment will be addressed by the Music Director. Comments which are demeaning or diminish the collegiality of the musicians will not be tolerated, nor will unwanted physical contact of any kind.

Rehearsal and Concert Expectations

Each player should prepare their music prior to the first rehearsal and be familiar with the assigned repertoire. Orchestra rehearsal schedules are published prior to the beginning of each season and may be subject to change. Musicians are expected to refer to communications from the Orchestra Manager or the Musicians Portal of the website for the most updated concert information.

Rehearsals will begin promptly and end on time. All musicians should be prepared to begin rehearsal at least 10 minutes before the scheduled downbeat. The concertmaster will tune according to his or her preferred procedure. Silence during tuning is expected. Conversations during rehearsal should be kept to a minimum. There will be a 15-minute break about half-way through each rehearsal.

Musicians should bring pencils to mark their music. It is strongly encouraged that musicians bring their own water bottle to reduce the Symphony's use of single-use plastic water bottles. Drinking fountains are also available.

Please do not bring family members to rehearsal unless there is an emergency or their presence has been approved in advance by the Orchestra Manager. Unapproved guests are not permitted on or backstage during or after concert performances. Musicians are encouraged to visit with guests in the lobby.

Concerts begin at 7:30pm unless stated otherwise. The stage will be available 30 minutes before the start of each concert--which is considered the orchestra call

time. All musicians should be onstage at least 10 minutes before the scheduled downbeat. Personnel remaining backstage must avoid making noises audible to the orchestra or audience, and must remain out of the line of sight of any audience member.

Any recording devices used by orchestra members during the rehearsal process need to be approved by the Orchestra Manager in advance. The Symphony makes archival recordings of performances that can be made available to musicians upon request for educational purposes only.

For marketing purposes, the Symphony reserves the right to use the likeness of any musician in the form of videos and/or pictures.

Concert Attire

Concert dress should always be elegant and of the highest quality possible. Distracting jewelry, perfume or cologne, dress decorations, and added color, including white, are to be avoided.

- **For Subscription Concerts:**

Option 1: Black tuxedo, white shirt, black bow tie, black shoes, and black socks.

Option 2: Black long sleeves, black floor-length dress or pants, black shoes, and black socks/dark nylons (required). Short skirts with black leggings are not an acceptable substitute for a floor-length dress or pants.

- **For Concerts in the Orchestra Pit:**

All musicians wear all black of the highest quality possible. No yoga pants, sweat pants, or jeans are permitted.

- **For Outdoor Concerts in the Park:**

All musicians wear black bottoms and white tops. Open toed shoes are acceptable as long as they are tasteful.

Care of Music

Each musician is responsible for the care of all music assigned to them. All markings should be in pencil only. If assistance is needed for part repair, please contact the Orchestra Librarian. Please erase all extraneous markings (except bowings in string parts) before returning music.

The musician agrees to leave all music on their stand in closed folder after each concert. Music must be returned to the Orchestra Librarian before a musician's paycheck will be mailed/directly deposited to them. Musicians who do not return music will have to pick their check up in person at the Idaho Falls Symphony office, and are expected to deliver their folder and music at that time. In the event of lost or

damaged music, replacement cost will be deducted from the musician's paycheck. In the event that the cost of the lost music exceeds the value of the paycheck, the musician hereby agrees to be charged for and pay the remaining balance.

Other notes about Music Availability:

- Original parts in all sections will be on the stand at the first rehearsal. When you get to the first rehearsal, music will be on your stand.
- Practice parts are available through the Musicians Portal of our website (<https://www.ifsymphony.org/musicians-area>) using the password ifso2019.
- Questions should be directed to the Orchestra Librarian (librarian@ifsymphony.org). Please allow for 36 hours of response time.
- Arrangements for an early pickup of original parts must be requested through our Orchestra Librarian. If the music is ready before the first rehearsal, originals must be picked up in person at the IFS Office. Requests for music will be answered during office hours and may require a 36 hour turn around of preparation time.

Staffing and Remuneration

Contracts will be entered into annually between the Idaho Falls Symphony Society and individual musicians. The first round of contracts will be sent to principal and section players on the first call list¹. Performance requests will be sent to substitute players² for remaining positions on a concert by concert basis as needed.

Personnel performing with the Idaho Falls Symphony are assigned by the Music Director. Certain sections have rotating personnel (violins, etc.) where there are more players available than spots to fill, in which case it is understood that not every musician will be included on every concert.

Chamber Concerts and Education Concerts (Ambassador, Link Up, etc.) as presented by the Idaho Falls Symphony are assigned by the Music Director.

Remuneration policies will be determined prior to the beginning of each season and are subject to change based on the financial strength of the organization. Levels are approved by the Idaho Falls Symphony Society Board of Directors.

Current payment levels have been set as follows, as of the 2024-25 season: \$48/service for section players; and \$75/service for principal players. Other remuneration agreements are negotiated with the Music Director and approved by

¹ First call list musicians have successfully completed a posted audition or have been grandfathered in based on past performances, and who remain in good standing with the Music Director.

² Substitute musicians may or may not have completed an audition but are invited on a case by case basis with the approval of the principal player and Music Director.

the Executive Director and Board of Directors. The Music Director may use the per service rates listed above to negotiate individual contracts as needed..

Musicians who reside more than 50 miles away from the fixed address of the Idaho Falls Civic Center for the Performing Arts at 501 S Holmes Ave, Idaho Falls, ID 83401 are eligible for mileage reimbursement at \$.25/mi. Those residing more than 75 miles away are eligible for IFS sponsored accommodations.

Expectations of Principal Players

Expectations for the Principals of each section include the following:

- Musical excellence in performance and a high level of preparation, coupled with performance leadership, which means the encouragement of the section's top performance.
- Additional responsibilities and expectations by section;
 - STRINGS – Work with Orchestra Librarian on bowings, assist Orchestra Manager with substitute players as needed, assist Music Director and Orchestra Manager on section seating, serve as point of contact between section and conductor, provide technical assistance to section players as needed.
 - WINDS & BRASS – Assist Orchestra Manager with substitute players as needed, assist Music Director and Orchestra Manager on section seating, serve as point of contact between section and conductor, provide technical assistance to section players as needed.
 - PERCUSSION – Assist with transportation of instruments as needed, assist Orchestra Manager with substitute players as needed, assist Music Director and Orchestra Manager on section seating, serve as point of contact between section and conductor, provide technical assistance to section players as needed.
 - HARP & KEYBOARD – Assist with transportation of instruments as needed, assist Orchestra Manager with substitute players as needed, assist Music Director and Orchestra Manager on section seating.
- Principal musicians are expected to be available for and attend all IFS season services. **Having to miss more than 1 concert cycle for conflicting professional reasons in a given season will be cause for review of the position and possible reassignment or reaudition of the chair.**

Annual Orchestra Meeting:

The Orchestra Reps will convene an annual Orchestra Meeting to discuss issues related to the musicians' experience in the IF Symphony and to provide the musicians with an overview of Board activities. The Annual Meeting, which is open to all symphony musicians and will include at least 1 staff representative, should be held at least once each season.

Attendance, Performance Review, and Termination

All services are considered required by the IF Symphony. The absence of any orchestra member from rehearsal diminishes the quality of the orchestra's performance. Therefore, musicians are expected to attend all rehearsals for which their instruments are required.

In order to secure substitute players in a timely manner, players who must be absent from a rehearsal should contact the Orchestra Manager at least one week prior to the absence or as far in advance as possible. In case of emergency or last-minute absence, musicians must notify the Orchestra Manager, ideally via text message.

Rehearsal attendance, attentiveness, and preparedness are noted by the Music Director, the Orchestra Manager, and the section principals. Repeated absences, tardiness, distracting or unprofessional behavior, or poor preparation by any orchestra musician will affect that musician's standing and may result in a review of that musician's status. The same level of professionalism in performance is expected in written and verbal communication with the organization.

In the event that a musician's status comes under review, the Music Director will call a meeting between him/herself, the musician in question, and the Orchestra Manager. The reasons for the review will be outlined verbally and in writing, and the musician will be put on a one-year probation. During the probation year, the musician will be expected to improve in the areas outlined by the Music Director, and the Music Director will be expected to create written notes of that musician's individual performance after each concert cycle, soliciting the feedback of the Orchestra Manager and section principal (if applicable). After the probation period, another in-person meeting will be called, whereupon the Music Director will either reinstate the regular status of the musician (based on successful review); seek another probationary period; or inform the musician that their contract will not be renewed after the current season (based on the unsuccessful review).

Auditions and Vacancies

All new musicians of the orchestra will be auditioned. Auditions will be announced with at least 6 weeks notice on an annual basis, unless the Music Director determines that auditions will not be held in a given year. Auditions for principal chairs will be blind (candidates behind a screen) and judged by a committee consisting of the Music Director, Orchestra Manager, and other Principal players in that instrument family. Vacancies (especially principal chairs) that occur during the season may be filled through appointment by the Music Director on a temporary basis. Interim and/or Acting Principal positions may also be filled by the Music Director, which will be reviewed on an annual basis.

Individual Grievances

Individual grievances should be presented to the Orchestra Manager, who will be responsible for reporting the grievance to the Symphony's human resources team.

Orchestra Representatives

Four seats on the Board of Directors of the Idaho Falls Symphony Society are reserved for Orchestra Representatives (ORs) elected by the musicians. ORs must be in good standing with the organization (not on probationary, etc.) and must take one year off between successive terms. The four ORs are ex-officio with full voting rights.

Orchestra Representatives are elected to staggered two-year terms, with two ORs elected each year by a majority vote of the musicians casting written ballots. Elections are normally held near the end of the season.

Orchestra Representatives serve the vital function of representing the musicians on the Board of Directors. They will be asked to submit timely reports to the Board, relating the activities and issues/concerns of the musicians, and in turn relaying to the musicians the activities and issues/concerns of the Board.

The Orchestra Committee is composed of the elected Orchestra Representatives, who represent the IFS Musicians, plus the Music Director, Executive Director, and Orchestra Manager. ORs should hold committee meetings at least quarterly and provide a written Board Report in advance of each Board meeting

The expectations for Orchestra Representative are:

- Know and understand the Symphony's By-laws and Organizational Chart
- Attend Board meetings, committee meetings, and retreats, etc. as assigned
- Become acquainted with Board members and Board activities
- Organize an Annual Meeting of the symphony musicians (see above).
- Advocate for the musicians and represent their best interests to the Board, and in turn, advocate for the Board and represent their best interests to the musicians.
- Bring personnel disputes or issues to the Orchestra Manager, Music Director, or Executive Director so that appropriate action can be taken.

Contact Information

Orchestra Manager – Marta Smith – orchestramanager@ifsymphony.org

Music Director – Thomas Heuser – thomas@ifsymphony.org

Executive Director – Carrie Athay – director@ifsymphony.org

Orchestra Librarian – Camila Baltizar – librarian@ifsymphony.org

Audience Experience Manager – Anne Henninger – aemanager@ifsymphony.org

Board of Directors, President – Kim Carpenter – kimberlykcarpenter@gmail.com