

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

CHORALE MUSICIAN HANDBOOK

(as of 1 July 2023)

Dear Musician of the Helena Symphony Chorale,

Welcome to the Helena Symphony Orchestra & Chorale, one of the region's finest music organizations.

The stated mission of the Helena Symphony is to engage, enrich, transform, and inspire lives through music. The Symphony's Artistic Staff, Artistic Administration, and the Administrative Staff will all work hard to ensure that you have a challenging, enjoyable, and productive overall experience as a musician so that we can all work together to achieve the mission.

Artistic excellence is a core value of the Helena Symphony and as you well aware, it requires consistent dedication, commitment, and individual preparation to maintain, enhance, and innovate. It is both an honor and a commitment to serve as a Musician of the Helena Symphony Chorale. Please take time to review this Musician Handbook, as it contains important details regarding scheduling, repertoire and organizational policies. These items may not be new to all musicians, but both veteran and new musicians will benefit from review and are responsible for learning and abiding by the policies within these pages.

Thanks again for being a valuable member of the Helena Symphony Orchestra & Chorale.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Stern', with a long horizontal flourish extending to the right.

Eric Stern
President, Helena Symphony
Chair, Board of Directors

TABLE OF CONTENTS

ADMINISTRATION.....	4
MISSION AND VALUES	5
DIVERSITY STATEMENT & NON-DISCRIMINATION POLICY	6
NAMING RIGHTS.....	6
COMMUNICATION POLICY	6
GENERAL INFORMATION	7
CHORALE REHEARSAL & PERFORMANCE INFORMATION.....	7
REHEARSAL & PERFORMANCE GUIDELINES.....	8
CHORALE ATTENDANCE POLICY	9
ADMINISTRATIVE AND ARTISTIC REVIEW AND DISMISSAL	9
CONCERT DRESS	10
ELECTRONIC MEDIA & PHOTOGRAPHS	11
BOX OFFICE POLICY.....	11
INSTRUMENTATION KEY.....	12

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

ADMINISTRATION

ARTISTIC STAFF

Allan R. Scott - *Music Director & Conductor*
Michael Mleko - *Orchestra Assistant Conductor*
Vacant - *Chorale Assistant Conductor*
June Lee - *Staff Accompanist*

ADMINISTRATIVE STAFF

Scott Kall - *Director of Patron Services*
Cameron Betchey - *Director of Development & Communications*
Lisa Van Meter - *Executive Assistant to the Music Director*
Lauren van Staveren - *Administrative Assistant*
Scott Kall - *Project Manager / Symphony Under the Stars*
Duane Johnson - *Information Technology Manager*
Ginny Emery - *Staff Photographer*
Wipfli - *Accounting*

ARTISTIC ADMINISTRATION STAFF

Rehanna Olson - *Director of Artistic Planning*
Nicholas Slaggert - *Orchestra Librarian*
James Guglielmo - *Operations Manager*
Joshua Dickey - *Chorale Manager*
Anna Milburn - *Education Coordinator*
John Murphy - *Recording Engineer*
Darla Sauter - *Head Usher*
Tom Rolfe - *Artist Driver*

Marketing / EDGE Marketing & Design

Diana Norton - *Public Relations*
Amy Balmain - *Content Manager*
Lori Pederson - *Brand Manager*
Deanna Johnson - *Webmaster/ Marketing Director*

OFFICERS

Eric Stern, Esq. - *President*
Ronald Baldwin - *Vice President*
Alison Paul, Esq. - *Treasurer*
Victoria Cech - *Secretary*

BOARD OF DIRECTORS

Eric Stern, Esq., *Chair*
Ronald Baldwin
Art Bumgardner, D.M.A.
Sisi Carroll
Victoria Cech
Maddie Collins
Matthew Dalton
David Genter
Patrick Keim
Ronald Lukenbill
Alison Paul, Esq.
Joan Poston, Esq., *honorary*
Allan R. Scott, *ex officio*
Darien G. Scott, *honorary*
William Shropshire
Hanna Warhank, Esq.
Ron Waterman, Esq.

HELENA SYMPHONY FOUNDATION

Ross Cannon, Esq. - *Chair*
Joan Poston, Esq. - *Vice President*
Thomas C. Morrison, Esq. - *Treasurer*
Barbara Howe - *Assistant Secretary*
Darien G. Scott - *Secretary*
Peter E. Bogy, Esq. - *Vice Treasurer*
Cameron Betchey - *ex officio*

MISSION AND VALUES

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

MISSION

(adopted 18 November 2020)

The mission of the Helena Symphony is to **engage, enrich, transform, and inspire** lives through music.

VALUES

(adopted 18 November 2020)

The Symphony's relevance to the community is reflected in the following values:

ARTISTIC EXCELLENCE

Commit human and financial resources to maintain, enhance, and innovate artistic excellence in performances, programming, musicians of the Helena Symphony Orchestra & Chorale, soloists, and our community outreach.

COMMUNITY ENGAGEMENT

Foster meaningful experiences with patrons and community; build lasting relationships with regional organizations, businesses, and institutions to promote the mission of the Helena Symphony.

EDUCATION

Promote learning opportunities for listeners of all ages to demonstrate the importance of music in our daily lives.

INCLUSIVITY

Embrace and promote diversity across all levels of the Helena Symphony, including the musicians of the Helena Symphony Orchestra & Chorale, Board of Directors, Staff, patrons, community partners, and audience.

FINANCIAL STABILITY

Plan responsibly for our future.

ORGANIZATIONAL VIABILITY

Invest in the Staff and Board of Directors to ensure productivity, program excellence, and continued growth.

DIVERSITY STATEMENT & NON-DISCRIMINATION POLICY

The Helena Symphony is committed to creating a diverse environment and preserving a culture of inclusion and connectivity. We believe that our constituents will be best served by a board, staff, and musicians that reflect the collective sum of individual differences, life experiences, knowledge, self-expression, and talent that are a part of our culture. We welcome the unique contributions that people can bring to our organization in terms of their education, opinions, culture, ethnicity, race, gender identity and expression, age, language skills, veteran status, color, religion, disability, sexual orientation and beliefs. We strive through the music we perform, and the performers we engage, to celebrate diversity and a culture committed to social justice.

No Musician or applicant to audition for the Helena Symphony Orchestra shall be discriminated against on the basis of race, color, religion (creed), gender, gender expression, age, national origin, ethnicity, ancestry, disability, marital status, sexual orientation, or military status, or any other status prohibited by applicable law.

NAMING RIGHTS

Except as expressly limited in this Agreement, it is agreed that the Symphony retains all its inherent and customary rights, including the enforcement of professional standards of conduct and the use of the Helena Symphony name, which is the exclusive and sole property of the Symphony. Only an orchestra or ensemble contracted through the Symphony may be called the “Helena Symphony Orchestra.” Musicians of the Helena Symphony Orchestra may identify themselves as members of the Helena Symphony Orchestra for professional purposes in biographies, but may not use the Symphony’s name in advertisements or in program listings without the express written consent of the Symphony.

COMMUNICATION POLICY

Artistic Issues. During Rehearsals, the Chorale Section Leaders speak for their respective section regarding all artistic issues. Questions concerning division of parts, solos, articulation, etc., should be directed to Section Leaders. Section Leaders communicate directly with the conductor of that Concert Series. Musicians of the Chorale should use professional judgment and courtesy when communicating with the conductor of a Rehearsal.

Non-Artistic Issues. Questions related to non-artistic issues, such as schedule, announcements, work conditions (lighting, temperature of the hall, seating), etc., should be directed to a member of the Artistic Administration, such as Chorale Manager, Operations Manager, Stage Manager, Director of Artistic Planning, etc. If an issue remains unresolved, the Singers Council, acting as the liaison for the Musician, may meet with the appropriate staff member or the Board of Directors, if needed.

Meetings with the Music Director. The Music Director is available to meet with any Musician for any reason. Other than for critical reasons, meetings with the Music Director should be arranged through the Director of Artistic Planning and arranged at a time outside of Rehearsals. Meetings with the Music Director immediately before or after a Rehearsal are not ideal. Unless requested to meet with the Music Director privately, the Music Director will generally invite a member of the Artistic Administration to be present.

GENERAL INFORMATION

Chorale Auditions. Auditions for the Chorale are held throughout the year as needed. Singers who have chorale experience, music reading ability, and the commitment to a symphonic chorus are encouraged to audition.

The Chorusmaster, Music Director, or Assistant Conductor administers the audition. Singers need not prepare for the audition. The audition generally consists of vocal exercises and sight-reading.

All auditions must be scheduled through the Chorale Manager. Prior to the audition, the candidate must complete the Audition Information Form as well as review the Rehearsal & Performance Schedule.

Chorale Music. The Helena Symphony purchases music for Chorale Musicians. The Chorale Manager will handle all music orders and purchases. Musicians will provide input to Chorale Manager upon request indicating any music that is already owned by the Musician. Additional purchase of music after the additional order is placed may be the responsibility of the Musician.

Chorale Section Leaders. The Chorus Master may choose to appoint Section Leaders as needed. The Section Leaders are not chosen for musical reasons alone, but rather they are chosen as leaders. The Section Leaders along with the Chorale Manager are available for assistance regarding markings, upcoming sectionals, and to help take attendance.

Chorale Singers Council. The Singers Council includes 1 representative from the bass section, 1 from the tenor section, 2 from the alto section, and 2 from the soprano section OR 1 representative for every 9 Musicians in the section. The Singers Council generally meets prior to the first Rehearsal after each Concert Series.

CHORALE REHEARSAL & PERFORMANCE INFORMATION

Rehearsal & Performance Schedule. The Rehearsal & Performance Schedule contains the details for each Season, including repertoire, instrumentation (including when the Chorale is needed), and dates, times, and locations of all Rehearsals and Performances. This is the only document that should be used when referring to the schedule for the Season. If information changes, the Rehearsal & Performance Schedule will be updated and sent to all Musicians in the Helena Symphony Orchestra & Chorale.

Rehearsals. The Helena Symphony Chorale generally rehearses most Sunday evenings from September to April or May with time off for the holidays in December and early January, and other holiday weekends. General Rehearsals with the Chorus Master are no more than 3 hours in length with a 15-minute break.

Conductor's Piano Rehearsals with the Chorale. As the Chorale almost always performs with the Orchestra, the conductor of that Concert Series will have 1 or 2 piano Rehearsals with the Chorale. The Conductor's Piano Rehearsals are typically the final piano Rehearsals and are no more than 3 hours in length with a 15 minute break. These Rehearsals are scheduled specifically for the conductor to give final interpretations, style, and cues, and attendance is mandatory.

Chorale Rehearsals with the Orchestra. When the Orchestra & Chorale perform together they will generally have 2 or 3 rehearsals together. These rehearsals are the final amalgamation of the total forces involved for the Concert Series and attendance is mandatory unless excused by the Music Director.

Call Time. The Chorale may have scheduled call times prior to Rehearsals and Performances. These are extremely important and are used for warm-ups, to identify problems in the music, changes in conductor's interpretations, or any other items that will affect the Performance. The call times may be scheduled 30-60 minutes prior to the scheduled Rehearsal.

Warm Ups. The Chorale begins warming up at the scheduled start time or call time. Chorale Musicians should be seated or in place and ready to warm up, or the Chorale Musician is considered tardy. Please allow time for inclement weather, adequate travel time, and other personal errands. Early arrival is strongly encouraged.

REHEARSAL & PERFORMANCE GUIDELINES

Common sense and consideration of other Musicians are the best guidelines, but here are a few other reminders:

- Rehearsals begin at the scheduled start time, and Musicians must be in place PRIOR to that time.
- The Concertmaster will stand to indicate Orchestra tuning during rehearsals. Talking or other noise is not permitted while the Orchestra tunes.
- Mute all cell phones and devices prior to a rehearsal, and do not bring any device to the stage for a performance.
- If you arrive late to a rehearsal, or need to leave the rehearsal for any reason, please wait until the music pauses.
- Orchestra Musicians must keep their cases in the designated Orchestra area. Chorale Musicians should not touch or move any instrument, its case, or any other item and must be careful of the instruments when entering the stage area.
- Rehearsals are closed to the public, unless otherwise announced. Out of courtesy to the conductor, soloists, and Musicians, please obtain advance permission from Artistic Administration if you wish to bring a guest to a rehearsal.
- All Musicians are responsible for listening to and knowing the content of any announcements made at rehearsals.
- Non-Symphony related information or material may not be displayed, distributed, or announced during any rehearsal unless approved in advance.
- Musician contact information is for internal use only.
- Eating or drinking (except water) during rehearsals or performances is not permitted.
- Musicians must not wear perfumes, colognes, or shaving lotions to any rehearsal or performance, as they may cause allergic reactions for other Musicians.
- Remember that every Musician (on and off stage) represents the artistic integrity, reputation, and image of the Helena Symphony.

CHORALE ATTENDANCE POLICY

Attendance. Membership in the Helena Symphony Chorale requires a significant commitment to the organization, to the other Musicians in the Chorale, and to the community and audience that the Symphony serves.

In general, there are 4 to 7 Rehearsals before the Chorale works with the Orchestra. Since there are very few Rehearsals, Chorale Musicians are expected to attend all Rehearsals and Performances; however, it is recognized that there may be occasional conflicts. The Masterworks Concert Series should be the priority of every Chorale Musician.

If a Chorale Musician misses more than 1 Rehearsal per Concert Series, the Music Director will determine if it is appropriate for the Chorale Musician to perform that Concert Series. The Music Director may consult the Singers Council for input as well.

Notification of Absence. Any Chorale Musician who must unavoidably miss a Rehearsal must notify the Chorale Manager through the Chorale portal on the Helena Symphony website, or in writing (preferably via email).

It is critical that every Chorale Musician abides by the commitment given on the commitment form. If there is a change to the commitment, a minimum of 30 days' notice prior to the first Rehearsal of that Concert Series must be given to the Chorale Manager.

If an emergency arises or you become ill the day of a Rehearsal or Performance, inform the Chorale Manager by phone. If you are unable to notify the Chorale Manager before the Rehearsal or Performance, you must do so within 24 hours after the Rehearsal or Performance.

Leave of Absence. Any Chorale Musician may request a leave of absence for up to 1 Season. The leave of absence must be submitted in writing at least 2 months prior to any Concert Series. The Symphony will notify the Musician in writing within one week whether or not the leave is granted. If the leave is granted, the Musician may return to the Chorale the following Season without an audition.

ADMINISTRATIVE AND ARTISTIC REVIEW AND DISMISSAL

Administrative Dismissal. The Symphony makes every effort to ensure that the logistics and the necessary guidelines needed to operate the Symphony are clear. The expectations for Musicians are outlined in rehearsal announcements when needed, and the Musician Handbook provides detailed expectations of each Musician. If a Musician is in repeated violation of the guidelines and expectations outlined in this Musician Handbook, or instructions given by a Symphony staff member, the Musician will be reminded in writing of the expectations by a member of the Artistic Administration. If the Musician does not resolve the incident in the future, the Musician may be dismissed.

Musicians appearing at any service impaired by alcohol, marijuana, or controlled substances, and/or substance abuse during services, are subject to immediate dismissal from that service and the remainder of the Concert Set, and upon appropriate review with the Artistic Administration and the Players Council, dismissal from the Symphony.

The Music Director may choose to meet with the Musician, the necessary Symphony staff, and appropriate members of the Singers Council. If dismissal is still necessary, the Musician will be dismissed in writing by the Music Director with copies sent to the Singers Council and Symphony staff.

Artistic Dismissal. Should the Music Director determine that the artistic quality or productiveness of a Musician has declined sufficiently to question the Musician's ability to remain in the Chorale, the following steps shall be taken:

- The Music Director shall notify the Musician and deficiencies will be outlined.
- Artistic Administration shall then coordinate a meeting to discuss the artistic deficiencies with the Musician, Music Director, Director of Artistic Planning, and Chorale Manager.
- All the parties present will agree to steps and timeline to improve the deficiency. The Musician then will be officially considered under review. The agreed steps and timeline will be summarized in writing by the Symphony and sent to all the parties present.
- The Musician will be informed if the deficiency has improved, and the probationary period is no longer needed. If the problem has not been resolved, as determined by the Music Director, then the player is dismissed. Player is eligible to audition in the future.

Suspension. A Musician in review may be suspended by the Music Director for a period of up to two (2) Concert Sets to allow time for improvement, or if the Musician is in repeated violation of the guidelines and expectations outlined in this Handbook, or instructions given by a Symphony staff member. The Music Director may choose to meet with the Musician, the necessary Symphony staff, and appropriate members of the Singers Council. The Musician will be notified in writing of the Suspension terms.

CONCERT DRESS

***** Musician shall provide their concert dress. *****

Musician must not wear perfumes, colognes, or shaving lotions to any rehearsal or performance, as they may cause allergic reactions for other Musicians.

Earrings should be small with no dangling, sparkly parts. Wear no jewelry that sparkles or reflects light. Wear no pins, corsages, or anything else affixed to or visible on the front of concert attire.

FOR ALL ATTIRE: Matte, solid black fabric required except tuxedo satin panels--no sequins or sparkles ever. No see-through fabrics except lower sleeve or above modest neckline.

Concert Dress BEFORE 6:00 PM (unless otherwise announced in writing):

Any of the following: tea-length black gown; black shirt and tea-length black skirt; black shirt (or shirt and jacket) and black dress pants; black 2- or 3-piece suit with white shirt and dark long tie.

All sleeves must be long or 3/4 length. No half-tops, strapless, low-cut, or plunging necklines. Clean, polished black shoes. Black socks or dark hosiery. Pant length must reach top of shoe heels.

Concert Dress AFTER 6:00 PM (unless otherwise announced in writing):

Any of the following: floor-length black gown; black shirt and floor-length black skirt; black shirt (or black shirt and jacket) and black dress pants; black tuxedo pants and black tuxedo jacket with white shirt, black vest or cummerbund, and black bow tie.

All sleeves must be long. No half-tops, strapless, low-cut, or plunging necklines. Clean, polished black shoes. Black socks or dark hosiery. Pant length must reach top of shoe heels.

OUTDOOR Concert Dress (unless otherwise announced in writing):

Short- or long-sleeved white blouse or button-down shirt and black dress pants or tea length black skirt. Clean, polished black shoes. Black socks or dark hosiery.

Symphony Kids Concert Dress (unless otherwise announced in writing):

Colored blouse or button-down shirt with long sleeves. Black dress pants or black tea-length skirt. Clean, polished black shoes. Black socks or dark hosiery. Pant length must reach top of shoe heels.

Education, Benefit, and other Concert Dress is as above unless otherwise announced in writing.

ELECTRONIC MEDIA & PHOTOGRAPHS

Recordings. The Symphony shall have the right to make audio and/or video recordings of rehearsals and performances of the Orchestra & Chorale for archival, promotional, and grant application purposes without additional compensation to the participating Musicians.

Broadcasts. The Symphony may broadcast any recording or recordings of the Orchestra & Chorale, as selected by the Music Director of up to three (3) minutes in length, on radio, television, internet, and/or any electronic media, and any number of times, for purposes of promoting or publicizing the Symphony and its performances.

Property. Property. Any archival recording is considered the property of the Symphony, any guest artist, and the conductor of that performance. Archival recordings are available to the Music Director and/or the conductor of that recording. Musicians are allowed to check out archival recordings for study purposes only. Any other use by Musicians (e.g. sharing privately, submitting with an audition application, etc.) is permitted only as explicitly agreed by the Symphony. In accordance with copyright laws, the contract between the Symphony and the Music Director, and contracts among the Symphony and guest artists, archival recordings may not be distributed or reproduced for or by Musicians unless the above conditions are met.

Photo Release. The Symphony has the right to make photographic and video graphic images of any Musician, Rehearsals, and/or Performances by the Symphony's staff photographer for archival, promotional and development purposes without additional compensation to participating Musician. All photographs used are the sole property of the Symphony. Musicians may purchase prints from the staff photographer. If a Musician wishes to procure a digital image, a license must be obtained from the staff photographer.

BOX OFFICE POLICY

Complimentary Tickets. In general, Chorale Musicians are offered TWO complimentary tickets for each Masterworks concert. When seating is very limited or if a Concert Set is nearly sold out, complimentary tickets may not be available.

All complimentary tickets must be reserved through the online system on the Chorale Member web portal by the deadline set by the Artistic Administration, which is usually 12AM on the Monday prior to the Concert.

INSTRUMENTATION KEY

The Helena Symphony uses the industry standard notation system, indicating the needed instrumentation of a work, including applicable doubling instruments. The exact number of strings is often not indicated.

The first 4 numbers always pertain to woodwinds in score order, meaning: flute, oboe, clarinet, bassoon.

The second 4 numbers always pertain to brass in score order, meaning: horn, trumpet, trombone, tuba.

The asterisk indicates that the doubling instrument is to be used.

EXAMPLE:

*3 *2 *3 *3 – 4 2 3 0 – hp – cel/pf – tmp + 2 – str (8/7/6/6/5) – SSATB chorus

TRANSLATION:

3 flutes, 1 doubling on piccolo, 2 oboes, 1 doubling on English horn, 3 clarinets, 1 doubling on bass clarinet or E-flat clarinet, 3 bassoons (1 of which plays contrabassoon)

4 horns, 2 trumpets, 3 trombones, 0 tubas

harp

celeste & piano- played by 1 person

timpani plus 2 percussionists

strings (8 first violins, 7 second violins, 6 violas, 6 celli, and 5 basses)

Soprano I, Soprano II, Alto, Tenor, Bass chorus