



MUSICIANS MANUAL

Updated 2024-2025 Season

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POLICIES AND PROCEDURES

The mission of the Waterloo-Cedar Falls Symphony (wcfSymphony) is

“Sharing live music, championing innovation, celebrating our common humanity.”

wcfSymphony performs throughout the Cedar Valley in a variety of configurations ranging from full symphonic orchestra to chamber ensembles. A musician, by acceptance of a position with any ensemble of wcfSymphony, accepts the policies in this manual.

I. CONDITIONS OF SERVICE

A. Auditions and dismissals

Auditions will be announced to the orchestra and advertised to the public for a minimum of two weeks preceding the audition date(s). The Artistic Director and principal musicians, in conjunction with the wcfSymphony Players Committee will adjudicate all auditions (including principals) as needed. Section auditions will be blind. Principal audition first rounds will be blind; principal auditions final rounds will be non-blind.

Students are required to audition yearly. A student is any person enrolled in high school, undergraduate, or advanced degree programs. Student auditions may be waived at the Artistic Director’s discretion.

The Artistic Director and principal musicians, in conjunction with the wcfSymphony Players Committee, will carry out dismissal actions where required. Dismissal actions will be conducted according to section E “Conditions for Dismissal.”

B. Contracting

Services of musicians will be contracted at the discretion of the Artistic Director. Students appointed as musicians in the Orchestra will hold their appointed positions for one year only.

All contracted musicians will commit to 75% of the total number of full orchestra services at which their instrument is required for any given performance season; exceptions to this expectation may be considered by the Artistic Director and Players Committee.

C. Leave of Absence

Leaves of absence may be granted to any regular member of the orchestra at the discretion of the Artistic Director. Applications must be made in writing before the conclusion of the season prior to the requested leave. Leave of absence will be granted on a one-year basis, up to a total period of two consecutive years contingent on approval by the Artistic Director and Players Committee. If a leave of absence expires without a member’s notice of intent to return, the position will be considered open for

auditions. A member on leave will notify the symphony in writing of their intention NOT to return from a leave prior to the originally requested date of return, s/he may not take over any performances contracted by their replacement without the consent of that contracted replacement. Emergency leaves of absence will be granted at the discretion of the Artistic Director.

D. Mid-Season Vacancies

Vacancies occurring after auditions will be filled by an audition for the section principal and the Artistic Director (if the musician is not already on the sub list). If the musician is already on the sub list s/he may be appointed to a position on a one-year basis at the discretion of the Artistic Director and will be required to audition at the next regularly scheduled symphony audition if continuing service is desired. Section musicians may be considered for principal vacancies.

E. Conditions for Dismissal

Should the Artistic Director perceive serious deficiencies in a musician's performance, the Artistic Director will speak to the musician personally, explaining the situation and counseling the musician in a positive manner, specifically stating areas of concern (such as intonation, accuracy, rhythm and unpreparedness, and/or actions not in the best interest of the wcf Symphony, such as excessive tardiness, frequent or unexcused absences, or insubordination) with a view towards improvement of the deficiencies. The musician will have a period of six months to correct the deficiencies. Should the Players Committee perceive deficiencies and wish to act upon these perceptions, members may consult with the Artistic Director, who may proceed as above. Should orchestra members who are not members of the Players Committee perceive such deficiencies and wish to act upon these perceptions, they should contact a member of the Players Committee who can then speak with the Artistic Director.

If, at the end of six months, the Artistic Director, in consultation with the Players Committee, finds that the above actions do not repair the perceived deficiencies, and possible dismissal is being considered, the musician in question will be notified by the Players Committee and the Artistic Director in writing of specific artistic deficiencies and the possibility of dismissal. A copy of this letter will be sent to the chairperson of the Players Committee. Such notice will be followed by a probationary period of up to, but not to exceed, the two subsequent concert sets performed by that musician. The musician is expected to improve the situation in this time period or face dismissal.

If the two subsequent concert sets are performed by the musician in question without adequate improvement according to prior discussions, a meeting between the Players Committee and the Artistic Director will occur to recommend either dismissal or retention. Musicians who have been dismissed from the orchestra may not be accepted at auditions for the next season. A musician may contest a dismissal decision by addressing the wcf Symphony Board of Directors in writing. Decisions of the wcf Symphony Board will be final.

All conversations and actions relating to deficiency and dismissal will be documented and musician anonymity will be respected where possible.

F. Non-Discrimination

wcfsymphony will not discriminate with regard to age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other basis protected by federal and/or state law.

wcfsymphony will not tolerate actions by its employees or volunteers that constitute harassment of any kind (including sexual) and will pursue immediate disciplinary procedures, including potential termination, against any perpetrator of such actions.

G. Health and Safety

wcfsymphony takes the health and safety of its staff, musicians, and volunteers very seriously. If further health and safety procedures or policies are required in accordance with federal, state, and local law and/or guidelines; all orchestra members must adhere to those procedures or policies. If exceptions are necessary, written approval is required from the Executive Director and the Personnel Manager, and any agreed upon conditions adhered to. Orchestra members who cannot fulfill the requirements will be placed on leave as described in Article 1, Section C.

II. PROFESSIONAL STANDARDS

A. Conduct

Professional standards are expected to be maintained throughout all rehearsals and performances. Musicians are also expected to thoroughly prepare music prior to the first rehearsal.

B. Rehearsals and Concerts

Musicians are expected to be in their seats and ready to play 5 minutes prior to the published rehearsal time. In order to allow the bass and percussion sections to set up in a timely manner, please avoid entering through those areas of the stage, rehearsal space any later than 15 minutes before tuning. Members of the orchestra will not wear hats or caps during indoor rehearsals of the orchestra.

C. Duties of Principal Musicians

Section principals will take the initiative in communicating the artistic suggestions of the Artistic Director to other members of their respective sections. String principals will assist in the bowing process at the request of the wcfsymphony Librarian as outlined in item VII-C. Section principals will sit on the audition review committees as requested and at all times for auditions for openings in their section.

III. ATTENDANCE

A. Schedule

Each upcoming standard concert season's rehearsal and concert schedule will be distributed to musicians no later than April 1 of the current season with request for individual availabilities. Each upcoming summer season's rehearsal and concert schedule will be distributed to musicians no later than March 1 of the current season

with request for individual availabilities. Offers of service with the orchestra will be issued based on musician availability as soon as possible thereafter. In the event of services which do not require as many musicians as declare availability for those services, decisions regarding offers of service will be made by the Artistic Director and principal musicians of the sections in question.

B. Schedule

wcfsymphony acknowledges that a musician's professional obligations constitute a legitimate reason to request an excused absence. Any schedule conflict with a wcfsymphony service, including services contracted with outside producers, must be submitted and approved by the Personnel Manager and Artistic Director, in writing or by email not less than 30 days prior to the first service of that set. Written requests must be submitted to: wcfsymphony, Gallagher-Bluedorn Center, Cedar Falls, IA 50614-0803.

C. Penalties

Any musician who will miss a rehearsal, concert, or rehearsal set for which they have previously contracted, and who does not provide notice to the Personnel Manager and the Artistic Director in writing addressed to the wcfsymphony office or by email to the Personnel Manager or Artistic Director at least 30 days prior to the first service of a set, will be notified by email and fined at the following rates: \$20 for each missed rehearsal up to a maximum of \$100 per set. Fines will be deducted from the next paycheck issued to that musician. Absences due to illness or emergency will be handled according to section D.

D. Illness or Emergency

A musician who cannot attend a service due to sudden illness or emergency will make every effort to notify the Personnel Manager of the absence as soon as possible. Family commitments, other musical engagements, and vacations are not considered emergencies, and absences of these varieties not handled as outlined in section C will be considered as actions not in the best interest of the wcfsymphony.

E. Instrumentation/Schedule Changes

In the event that the Artistic Director determines a change of repertoire or reduced instrumentation which eliminates a musician's instrument from a concert and its rehearsals, wcfsymphony will notify the musician no less than 30 days in advance of the first rehearsal of the set that his/her services will not be required. wcfsymphony will then be relieved from payment to this musician for services thereby missed.

In the event that the Artistic Director changes the rehearsal schedule less than 30 days in advance of the first rehearsal so that a musician is not needed at a particular rehearsal of a set for which the musician has been contracted, the musician will be paid for that rehearsal.

F. Service Cancellation

In the event that a scheduled service is canceled due to events beyond the control of wcfsymphony (such as inclement weather, act of God, natural disaster, etc.) the

administration will make every effort to notify all orchestra personnel at the earliest possible moment.

1. Payment: Musicians will not be paid for a service that is canceled due to events beyond the control of wcfSymphony (such as inclement weather, act of God, natural disaster, pandemic or epidemic, etc.). Musicians will be paid for canceled services for any other reason.

Musicians who do not attend non-canceled services due to inclement weather waive any payment for said service but will face no other penalty or fine.

Musicians must be notified of intent to cancel a concert 30 days in advance of the scheduled performance date. wcfSymphony is not responsible for payment to musicians for concerts canceled within this timeframe.

2. Reimbursement: In the event that a service is canceled too late to afford an out-of-town musician the opportunity to avoid travel to Waterloo/Cedar Falls, the musician will be paid mileage for his/her trip. Under such circumstances wcfSymphony will make every attempt to secure homestay lodging or provide a reduced-rate hotel option to musicians who are unable to travel back out of the Waterloo/Cedar Falls area.

3. Rescheduling: In the case of rehearsals canceled due to events beyond the control of wcfSymphony, an attempt will be made to reschedule the services. Members should make every effort to attend any rescheduled rehearsals.

IV. PLAYING CONDITIONS

wcfSymphony management will do its utmost to ensure adequate lighting and protection from climatic conditions at all services. The temperature in the playing area will be maintained between 68 and 85 degrees Fahrenheit at services performed indoors. The temperature will be taken at the perimeters of the stage at mutually agreed upon locations. A representative of the Players Committee will take the temperature reading. The Personnel Manager will verify said request of the administration or Players Committee.

This temperature range will also be recognized as an acceptable standard for services performed outdoors, and the management agrees to discontinue the outdoor performance in the event that the temperature exceeds the range by more than 5 degrees higher or lower (66-90 degrees). Musicians will not be expected to play in direct sunlight, and the administration will make every effort to provide coverage for all players at outdoor rehearsals and concerts.

In the event of theatrical presentations or performances utilizing projections, stand lights or other lighting measures will be provided to all musicians. The administration will make every effort to provide musicians with detailed information regarding any technical

or theatrical processes planned for rehearsals and concerts (at the time of distribution of music).

The stage will be reserved for wcfssymphony musician warm-up for thirty minutes prior to the start of the rehearsal and concert. Musicians will be notified in advance of the rehearsal or concert of any guest artist or technical needs which impact the stage set-up.

V. CONCERT DRESS

Concert dress varies depending on the program and venue. Musicians will be notified of specific concert dress with receipt of that concert's music. Standard dress is as follows:

Black tuxedo or suit, black shirt or blouse with a modest neckline and $\frac{3}{4}$ or full-length sleeves, black dress or skirt that is floor- or calf-length, black socks or stockings, black dress shoes. Midriff must be covered at all times. Jackets may be waived by the Artistic Director or at the request of the Players Committee.

Excessive jewelry, open-toe shoes, leggings, black jeans, corduroys, bare backs, are not permitted.

Musicians should not wear perfume or cologne out of respect for other performers onstage and audience members.

VI. FEES FOR SERVICE

A. Orchestra Fees

Fees will be calculated per rehearsal and concert at concertmaster, co-concertmaster, principal and section scale for all events except Youth Concerts, Lollipop Concerts, and small ensemble outreach performances. Current pay scale may be found in Appendix I.

B. Payment for Services

Checks will be available through direct deposit or physical checks in the mail within 5 business days following the final concert of the set.

C. Mileage

Travel allowance will be paid to drivers at a rate of 30 cents per mile for musicians who live outside of a fifteen-mile radius from the rehearsal or performance venue with no additional mileage provided beyond 240 miles round-trip. Musicians are responsible for submitting mileage to the Personnel Manager prior to the final rehearsal of the set. When there is more than one service scheduled on the same day, musicians will be compensated for a maximum of 1 round trip per day.

D. Housing

Musicians living more than 75 miles outside of the Waterloo/Cedar Falls area based on a Google Maps home address to venue calculation are entitled to receive

reimbursement for expenses related to housing in lieu of mileage on days when any service ends after 6:00 p.m. Eligible Musicians may choose between the following housing options:

- Option 1: Single occupancy room in a dormitory at UNI provided by the wcfSymphony depending on availability (parking is included). Arrangements must be requested 2 weeks prior to the first rehearsal.
- Option 2: Musician may elect to individually secure alternative lodging reimbursed at \$25 per night.

D. Cartage

A musician required to provide and transport “large instruments” shall receive at least the minimum amount listed per each required move of that instrument. An initial round trip will receive \$50. Subsequent moves with the set will receive \$20 per location change.

Cartage eligible instruments “Large Instruments”

- Harp
- *Percussion (drumset). Other percussion instruments will be considered under other circumstances and should be communicated with principal percussionist.
- Other instruments will be assessed on an individual basis.

E. Complimentary Tickets

wcfSymphony members may receive up to two complimentary tickets to wcfSymphony performances, based on concert-by-concert ticket availability as published to musicians in the pre-concert memo. Comp tickets are provided to the box office at the beginning of each concert week, unless otherwise stated in the memo. Where applicable, musicians may choose to pay for a ticket upgrade. Musicians should make all ticket arrangements with box office before the end of the last business day prior to the concert.

F. Service Length

Rehearsals are two- and one-half hours; concerts are two- and one-half hours. The beginning of the service is the published time and the concert is over when the final bows are completed and the concertmaster leaves the stage. Fifteen minutes of rehearsal overtime pay is equal to 15 minutes of rehearsal pay. Fifteen minutes of concert overtime is equal to 15 minutes of concert pay. Any musicians excused early will not be compensated for overtime. For overtime rates see Appendix I. One 15-minute break will occur at all rehearsals. Break will begin between 60 and 90 minutes after the start of rehearsal.

G. Youth Concerts

Youth Concerts will consist of a total of two and a half hours of rehearsal, and three, forty-five-minute concerts. Normal overtime pay does not apply to the Youth Concerts; however it does apply to rehearsal. Youth Concerts will be paid at the following rate: one, two-and-a-half-hour rehearsal and two, two and a half hour concerts. On the day

of the concerts, musicians' time commitment for the concerts will not exceed four and one-half hours.

H. Tardiness

Musicians are expected to be in their seats and ready to play 5 minutes prior to the published rehearsal time. Musicians are expected to be in their seats and ready to play when the concertmaster begins tuning after the 15-minute rehearsal break. Musicians are expected to be at the concert site 15 minutes before the concert's starting time. Except in the cases of sudden illness or emergency, musicians tardy for any portion of a service will have pay docked. This dock in pay will equal 15 minutes of overtime pay for any portion of a quarter hour missed and will increase by additional quarter hour increments. It will be reflected on a check as negative overtime. Excessive tardiness will be cause for review under items I-A and I-E of this manual.

I. Doubling

Musicians playing more than one instrument within a given concert set shall be paid for "doubling" at a rate of 20% over section rate. Additional doubles shall be paid at 10% per additional instrument.

The following instruments shall not be considered as doubling:

- A. Multiple Keyboards (piano/synth/celesta)
- B. Clarinet in A/Clarinet in Bb
- C. Trumpets in Various Keys
- D. Horns in Various Keys
- E. Other Doubling for Convenience

A percussionist shall receive doubling if they are required to play instruments in more than one of the categories below:

- A. Timpani
- B. Drumset
- C. Hand Drums/Ethnic Percussion
- D. Multiple-Percussion
- E. All Standard Concert Percussion*

*Note: Any instrument not directly listed shall be considered Miscellaneous Percussion. It shall be the responsibility of the orchestra management and the Principal Percussionist to mutually determine if the instrument(s) in question shall be considered a double for the given Concert Set. All determinations must be agreed upon by administration and the Principal Percussionist prior to the first rehearsal of the given Concert Set.

VII. LIBRARY POLICY

A. Music Availability

Whenever possible, music will be made available to musicians a minimum of 10 days before the first service of each set.

B. Return of Music

All music, whether originals or photocopies, must be returned to the Librarian at the final concert of each set. Individual musicians will be assessed any fines incurred by wcfSymphony for late return, loss, or damage of any rental music and for any Librarian times needed to restore corrections and markings into the replacement cost of any lost or damaged music owned by the wcfSymphony.

C. Bowings

The Librarian will distribute a master set of parts to the concertmaster to bow approximately 6-8 weeks before the concert. These bowings will be shared with string principals as they receive their master set of parts, approximately 5-6 weeks before the concert. String principals will have one week to return their bowings to the Librarian.

The Librarian/Librarian Assistant will transfer these bowings and other markings to all of the string parts accordingly and distribute bowed parts to all strings approximately 10-14 days before the first rehearsal for the concert set.

VIII. MEDIA POLICY

Recording (audio and video) and photo documentation of rehearsals and concerts will be arranged at the discretion of the Executive Director and the Artistic Director. wcfSymphony will make every effort to ensure that equipment and lighting will not interfere with a musician's performance. The Players Committee will approve the use of any non-standard recording and lighting equipment.

Concert recordings and photography will be made available to musicians digitally as soon as possible after each concert. Recordings and photos, in whole or in part, will be used for educational, funding, promotional, or publicity purposes and for re-broadcast, streaming, or download on non-commercial platforms and networks after review and approval by the Artistic Director. The administration will obtain all rights to musical material recorded by wcfSymphony, and wcfSymphony recordings will be governed by Creative Commons licenses appropriate to the musical material itself.

Media to be utilized by wcfSymphony for gainful commercial purposes will be entirely subject to compensation agreements between the Players Committee and the Executive Director on a case-by-case basis, subject to approval by wcfSymphony's Executive Committee.

IX. PLAYERS COMMITTEE

A. Members

The players committee consists of five musicians from the wcfssymphony, two from the string section and one each from the woodwind, brass and percussion sections. Players Committee terms are two years. If there are no available musicians to fill committee spots from the listed sections then a committee member may be elected from the orchestra at large for a one-year term. Players Committee members must have been members of the orchestra for at least two seasons.

B. Function

The Players Committee functions as a representative on behalf of the musicians and serves as a liaison between the administration and orchestra members as a whole. The Committee will deal with issues including personnel, scheduling, working conditions, grievances, etc. The symphony board and management will be notified by the Players Committee chair as to the membership of the Players Committee and will be promptly advised of any changes to that membership for any reason.

C. Elections

Players Committee nominations and elections will be held during or before the last full-orchestra rehearsal of each season. In even number years, the orchestra will elect one string representative and one woodwind representative. In odd number years the orchestra will elect one string representative, one percussion representative, and one brass representative.

D. Committee Chair

The Players Committee will elect a chairperson at the last committee meeting of each season. The Chair or his/her representative will convene all meetings of the Players Committee and represent the committee at meetings of the wcfssymphony Board. Length of service as chairperson will be one year, renewable at the wishes of the musicians and the chairperson, with the approval of the Players Committee. Newly elected members of the Players Committee are eligible for chairmanship. At the first meeting after the above-mentioned membership elections meeting, or as close as possible after that meeting, the Players Committee will designate a secretary.

E. Meetings

The Players Committee will meet at least twice during each concert season and as otherwise requested by the committee or wcfssymphony administration. At least once each season the Players Committee will schedule a general meeting open to all wcfssymphony musicians. The items of general concern to wcfssymphony musicians may be addressed by the Players Committee through digital means with the musicians, including email, surveys, etc.

F. Minutes

Approved minutes of Players Committee meetings, prepared by the secretary, will be made available to each member of the committee, the Executive Director, and wcfssymphony musicians.

G. Board Membership

The chairperson of the Players Committee or the chairperson's designee is a full voting member of the wcfssymphony Board of Directors with all the rights, privileges, and responsibilities of elected directors. The musicians of the orchestra will also have the right to select, by vote (either of the full orchestra or of the Players Committee) two additional musicians to serve as full voting members of the Board of Directors. Term of office for musicians will be two years, from July 1 to June 30. Terms are renewable for an additional year.

X. AMENDMENTS

The Players Committee will annually review changes to the Musician Manual by its members, orchestra members and/or wcfssymphony management and Board members. Proposed amendments requested by the Players Committee will be presented to the Executive Director on or before the final concert of the concert season. The Executive Director is responsible for presenting a revised document to the wcfssymphony Board for Approval. An updated manual will be distributed and made digitally available to all musicians whose services are contracted for the following season. All amendments become effective immediately upon their passage by the wcfssymphony Board of Directors.

XI. DISCLAIMER

Nothing in this Musicians Manual, in other manuals or policy statements, statements made in interviews, or offers for contracted services constitutes an express or implied contract of employment between wcfssymphony and a musician. Orchestra members are responsible for the payment of all taxes, federal and state, in connection with fees for service paid to them by wcfssymphony. Musicians in wcfssymphony have the right to terminate service at any time with proper notice as stated in the Musicians Manual. wcfssymphony agrees to abide by the policies and procedures set forth herein. wcfssymphony retains the right to modify, supplement, or delete any or all the provisions in the Musicians Manual, after being presented to the Players Committee and the wcfssymphony Board, and approved by same.

Revised April 23, 2023

APPENDIX I

Current musician pay scale as of May, 2024

wcfSymphony Musician Per Service Rates		
	2022-23 Rehearsal	2022-23 Concert
Concertmaster	\$155.00	\$155.00
Asst. Concertmaster	\$97.85	\$97.85
Principal	\$59.23	\$97.85
Section	\$46.35	\$77.25
	2023-24 Rehearsal	2023-24 Concert
Concertmaster	\$158.10	\$158.10
Asst. Concertmaster	\$103.68	\$103.68
Principal	\$78.05	\$103.68
Section	\$62.35	\$82.86
	2024-25 Rehearsal	2024-25 Concert
Concertmaster	\$161.26	\$161.26
Asst. Concertmaster	\$109.62	\$109.62
Principal	\$96.87	\$109.62
Section	\$78.35	\$88.56