

The logo features a stylized graphic on the left composed of overlapping curved shapes in blue, red, and yellow, resembling a musical instrument or a flame. To the right of this graphic, the text "Philharmonic Association" is written in a large, black, serif font, and "Triangle Youth Music" is written below it in a slightly smaller, black, serif font.

Philharmonic Association Triangle Youth Music

Jazz Ensembles Handbook

For the members and families of the Triangle Youth Jazz Ensemble (TYJE), our most advanced high-school jazz ensemble, Triangle Youth Jazz Orchestra (TYJO), our second high-school group, the Triangle Youth Jazz Band (TYJB) our middle-school group, and the Triangle Youth Jazz Lab (Jazz Lab), our introductory ensemble.

Welcome to the Philharmonic Association (PA). Success depends on a joint effort between the PA staff, musicians, and parents. Please take time to become familiar with the contents of this handbook as it will contain valuable information that you will need throughout the year. Acceptance into a Philharmonic Association ensemble comes with responsibility and we depend on musicians and their families to be fully informed. This handbook will cover:

- Responsibilities of membership including attendance
- Dress Rehearsal and Concerts including concert dress
- Calendar
- Fees
- Carolina Jazz Festival
- Essentially Ellington Jazz Competition
- Special Events
- Concert Tickets
- Photography, Video recordings and DVD sales
- Volunteer Requirements

Membership

TYJE and TYJO membership is open to qualified musicians in grades 8 and above, TYJB is open to musicians in grades 6 and above, and Jazz Lab is open to musicians in grades 5 and above.

1. Membership in PA jazz ensembles, except Jazz Lab, is decided by audition. Playing ability and balance of instrumentation are the determining factors in the selection of members. Membership is not automatically renewed from one season to the next. An audition fee of \$20 per audition will be charged to off-set our costs.
2. The PA recognizes the paramount importance of school music programs and the dedicated and expert instruction of their teachers. We expect our musicians to participate in their school music programs. If a musician is enrolled in a school music program and drops out of that program after an appointment to a PA ensemble, the PA appointment will be rescinded.

3. Members will have a more positive experience if they study with a private music teacher. Therefore, we highly recommend private music lessons.

Responsibilities

1. Each member is expected to be a good representative of TYJE, TYJO, and TYJB whenever participating in a PA ensemble activity. This includes behavior during breaks as well as before and after rehearsals and concerts. All rules of our host facilities must be observed. Inappropriate conduct can result in termination of membership.
2. Absences and conflicts must be reported to your attendance volunteer as soon as you become aware of them.
3. Each member is expected to consult the PA website (www.philharmonic-association.org) and read e-mail for pertinent news information.
4. No food, beverage, gum, homework or cell phones are allowed in the rehearsals or concerts.
5. No member is allowed to leave the facility during breaks.
6. Each member should own a portable music stand and bring it, upon request, with his/her name on each piece.
7. All members are responsible for practicing at home and seeking help from a private teacher to learn their individual parts.
8. Volunteer hours will not be offered for regular rehearsals. Concerts, special events, and volunteer activities like coat check or stage crew will qualify.

Attendance Policy

A music ensemble is a collective effort requiring every member's full participation. The absence of one person affects the entire group. All musicians are responsible to their colleagues, themselves, and ultimately to the music itself. A serious commitment to the ensemble will ensure a quality musical experience for all its members. The following guidelines are followed to accommodate unavoidable conflicts such as illness, death in the family, required school performances, and established religious holidays.

1. Members shall have no more than two absences per semester. Those members holding positions of leadership, such as principal players, are allowed one absence per semester. If a member is unable to meet these requirements, it may be necessary to adjust seating. *
2. If a member accumulates more than four absences during the season, his/her membership in the ensemble will be reviewed and may result in termination.
3. **No one will be excused from a dress rehearsal or concert unless it is for severe illness or death in the family.** Musicians who fail to attend the dress rehearsal may be excluded from the concert. Failure to attend a concert may result in termination of all future PA membership.
4. It is the responsibility of members to notify Artistic Staff and Attendance volunteers as soon as they are aware of conflicts with rehearsals and concerts.
5. If a member is tardy three times, it will count as one absence. Members are counted as tardy if they:
 - a) are not in their seat ready to play, at the beginning of a scheduled rehearsal or at the call time before a performance
 - b) leave the rehearsal early
 - c) if they are late to their seat after the break.

6. Everyone is expected to be ready to play at the beginning of a scheduled rehearsal and at the call time before a performance.

** We will work with marching band participants to accommodate their fall schedule.*

Music and Folders

1. Each member will be issued music and a folder at the beginning of the season. Only PA music should be kept in this folder.
2. It is the member's responsibility to bring the folder, music, and a pencil to every rehearsal and concert. It is each member's responsibility to keep the music and folder in good repair, and to report missing music to the Conductor immediately. The member will be charged replacement cost for any music lost. Practice copies will be charged at a rate of 20 cents per sheet.
3. The folder and all music will be returned at the conclusion of each concert. Music not turned in at the specified time must be returned immediately to the PA Administrative office.

Dress Rehearsal and Concerts

Each ensemble will complete the fall and spring semesters with a concert. Traditionally our fall concert is held at the Cary Arts Center and our spring concert is held at the NC History Museum. All scheduled dress rehearsals and concerts are mandatory and participation is a condition of membership in the orchestra. Dress rehearsal days of the week and times may vary and it is the responsibility of the musician and family to make note of these times. **Dress rehearsal and concert instructions will be emailed one month prior to events but ultimately it is up to musicians and families to stay informed via this handbook and our website.** **Concert dress** is only required for the concert, not dress rehearsal, and is as follows:

TYJE: Black pants (no jeans), white long-sleeved shirt, long red tie, black socks and black shoes. Girls may wear a white blouse with black pants or skirt.

TYJO: Black pants (no jeans), black long-sleeved shirt, long white tie, black socks and black shoes. Girls may wear a black blouse with black pants or skirt, or black dress.

TYJB: Black pants (no jeans), black long-sleeved shirt, long red tie, black socks and black shoes. Girls may wear a black blouse with black pants or skirt, or black dress.

Jazz Lab: Black pants (no jeans), white long-sleeved shirt, no tie, black socks and black shoes. Girls may wear a white blouse with black pants or skirt.

Calendar

Jazz calendars are emailed to each musician upon acceptance and are also updated and posted on our website. Please consult the calendar if you have any question as to the rehearsal schedule. Parent coordinators do send out reminders but ultimately it is up to the musician and family to be aware of changes to the schedule due to holidays, spring break, etc.

If a decision is made to hold an extra rehearsal this will be announced and added to the calendar, but will not count toward attendance records.

Communication

Email is our primary form of communication and our parent coordinators work very hard to keep all parties informed. **If you are not receiving frequent emails from your coordinator, especially at the beginning of the season, please let us know there is a problem with your email.** Please keep in mind that our parent coordinators are volunteers. Musicians and families can make their job easier by staying informed so please refer to the information they send. Each Ensemble has a member page on the PA website that includes a calendar. Musicians and families are expected to keep abreast of the information on the ensemble page.

TYJE: <http://philharmonic-association.org/tyje-member-information/>

TYJO: <http://philharmonic-association.org/tyjo-member-information/>

TYJB: <http://philharmonic-association.org/tyjb-member-information/>

TYJL (Lab): <http://philharmonic-association.org/tyjl-member-information/>

Fees and Expenses

The annual fee for participation in TYJE, TYJO and TYJB is \$430, and in Jazz Lab \$390. Families with multiple musicians, or single musicians participating in more than one ensemble, will receive a 20% discount on the smaller participation fee. **No musician is turned away for inability to pay the participation fee.** Fees are waived for those in Free or Reduced-Price Lunch Programs. **Documentation will be required for need-based financial aid.**

Withdrawal from a PA ensemble after more than two weeks or involuntary termination of membership will result in forfeiture of fees and privileges relating to membership.

Carolina Jazz Festival (UNC-Chapel Hill)

TYJE and TYJO participate in this annual festival on a Saturday in February. There is no additional cost to the musician, but travel to Chapel Hill is required.

North Carolina School of Science and Math (Ketch) Jazz Festival

Historically, TYJO and TYJB have participated in this annual festival on a Saturday in the spring. There is no additional cost to the musician, but travel to Durham is required.

Essentially Ellington Competition

Bands from across the county submit recordings in hopes of being selected for the Jazz at Lincoln Center Competition. TYJE will record in January and those selected will be notified in mid to late February. If chosen, it is expected that all TYJE members will participate. Fundraising for this trip is parent driven and all TYJE members are expected to participate. As there is not a guarantee that fundraising can meet all expenses, parents should plan for additional fees associated with this trip.

New Intern Program

Upperclassmen may apply for this new program providing educational and volunteer opportunities. Requirements and details will be posted on the PA website.

Fundraising

As fees only cover about half of our operating expenses, the PA must rely on fundraising to help meet our annual budget.

Corporate Support

Many companies partner with non-profits to match donations or volunteer hours and can provide the PA with funding. We are already qualified for matching donations from Verizon, Dell, Cisco, Duke Energy, IBM, Lenovo and GSK. Dell will donate \$150 for 10 or more hours of volunteer work, as well as matching donations. Cisco will match up to \$10,000 per employee for both volunteer time and matching donations. IBM's Community Grant program is dependent on IBM employees' volunteer hours and has helped the PA to purchase an English Horn, Baritone saxophone, drum set, classical percussion equipment, video equipment, and our portable public address system during past grant cycles.

Special Events

Our **Musical Marathon** has been a successful fundraiser and we encourage musicians to participate. Musicians are randomly assigned to one of three ensembles, each of which plays for 30 – 45 minutes. In addition, musicians collect sponsors who agree to pay an amount per minute of music played, much like a walk-a-thon. The Marathon is a community event and has been held at various locations such as Bond Park Senior Center, St. Paul's Episcopal Parish Hall and Chavis Park Community Center. Last season we combined this with an International Food Celebration celebrating the diversity of the Philharmonic Association.

Concert Tickets

Tickets for the fall concert can be purchased through the Town of Cary Box Office in *The Cary* (Movie theatre) prior to the event or at the Cary Arts Center one hour before the concert. Tickets can also be purchase online through Etix but there is an additional fee with this service.

In venues where we do not pay rent, such as at the North Carolina Museum of History, the concert is free.

In order to increase our audience size and attract new fans, a new requirement for 2018-19 is that every family be responsible for purchasing or selling 2 tickets to the Holiday Concert, December 18 in Meymandi Concert Hall. Tickets would make a nice gift and inviting prospective musicians (Child tickets are only \$5) is highly encouraged. Tickets can be purchased two ways:

1. Box Office at Meymandi the day of the concert
2. Eventbrite

Ticket prices do not vary for either Box Office or presales but there is an additional fee with Eventbrite.

Concerts are open to the public and we encourage families to invite family and friends. It is important that we build our audience to keep funders supporting the Philharmonic Association.

Photography, Video Recordings and DVD Sales

The PA does not allow photography or any type of recording at our concerts. We find that the use of devices is a distraction from those trying to enjoy the concert. Designated photographers will be present at each concert and the photos are shared with parents on the website Smugmug. All concerts are also video recorded and orders can be placed at presales and at the concert. We will only continue to do this if orders are sufficient to offset the expense. Media are typically distributed at the first January rehearsal following the fall concerts and are mailed after the spring concerts. To keep costs low, our video is duplicated in-house.

Volunteer Requirements

The PA could not function without the help of our many volunteers. Each family is required to complete a minimum of 5 hours of volunteering per year. To work efficiently, each ensemble requires a team of volunteers who fill specific roles. These roles include Parent Coordinator, Attendance Volunteer, and a Stage Crew. While these positions share a bigger time commitment, we have plenty of ways in which parents can get involved on an event-by-event basis. For these positions, our Parent Coordinators and Operation Manager use Sign-Up Genius. Descriptions of our volunteer positions are below:

- Parent Coordinator: Assists Artistic Staff to facilitate the smooth operation of the ensemble. Serves as a liaison from the Staff to the Executive Director and Operations Manager. Must be available to send e-mail communications to parents and musicians. Works with the Operations Manager to recruit and coordinate volunteers for rehearsals and concerts to ensure the ensemble has attendance takers, set-up crew, parent on-call and additional volunteers, as needed.
- Attendance Volunteer: Take attendance at weekly rehearsals. Contacts musicians to ascertain reasons for lateness and absences. Compiles data into Excel-type worksheet and provide reports to Conductors.
- Parent On-Call: Attend weekly rehearsals to aide conductor when needs arise with musicians. Stay with musicians till all parents arrive for pick-up. Parents can rotate this job week to week.
- Photography: Photographs (digitally) group and individuals at dress rehearsals and performances. Submits photographs to Photography Team Leader on CD for upload to Internet. Must have own equipment.
- Concert: Assist in setting stage for concert as well as tear-down post concert. Ushers are needed per Town of Cary policy as well as musician monitors in the Green Room prior to concert.

- Ad Sales: Sell advertising to businesses for fall and spring concert programs.
- Marketing: Assist in developing and implementing marketing strategies for the PA and performances.
- Coat Check for NC Symphony: Parents and musicians will work the coat check table at the NC Symphony concerts. Volunteers will receive complimentary ticket to the concert.
- Coat Check Coordinator: Set up and maintain Sign Up Genius for Coat Check volunteers, serve as first contact for volunteers, and ensure that all volunteer spots are filled.
- School Liaisons: One parent to communicate directly with their musician's schools music program to promote our program and events.
- Auditions: Auditions are a significant effort and require many volunteers to set-up and tear-down, to work registration table, and to act as room stewards.
- Special Events: These events require planning, set-up and tear-down, transporting of our larger percussion instruments, and a variety of task during the event.
- Community Festivals: The PA operates a booth at festivals such as Lazy Daze and Spring Daze. Volunteers act as ambassadors to our program, sharing printed material as well as their own knowledge and experience with the PA.