



Philharmonic Association Triangle Youth Music

Jazz Ensembles Handbook

For the members and families of the Triangle Youth Jazz Ensemble (TYJE), our most advanced predominantly high-school jazz ensemble, Triangle Youth Jazz Orchestra (TYJO), our second predominantly high-school group, the Triangle Youth Jazz Band (TYJB) for musicians with less jazz experience and Triangle Youth Jazz Lab, for beginning jazz students.

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
- Fundraising and Special Events
- Concert Tickets
- Photography, Video recordings and DVD sales
- Volunteer Requirements

Membership

1. Membership in PA jazz ensembles is decided by audition. Playing ability and instrumentation are the determining factors in selection. Members will be assigned to the group providing them the best learning opportunity with musicians of a similar skill level. 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a school music program and drops out of that program after an appointment to a PA ensemble, the PA appointment will be rescinded.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, TYJB and TYJL 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 (philharmonic-association.org) and read emails for pertinent news information.
4. No food, beverage, gum, homework or cell phones are allowed in the rehearsals or concerts.
5. Each member should own a portable music stand and bring it, upon request, with his/her name on each piece.
6. All members are responsible for practicing at home and seeking help from a private teacher to learn their individual parts.
7. Volunteer hours will not be offered for regular rehearsals. Concerts, special events, and volunteer activities like coat check or stage crew will qualify.
8. **Everyone is expected to be ready to play at the beginning of a scheduled rehearsal and at the call time before a performance.**

Music and Folders

It is the member's responsibility to bring their 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 may be charged replacement cost for any music lost.

Dress Rehearsal and Concerts

All scheduled dress rehearsals and concerts are mandatory and participation is a condition of membership in the band. 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, and is posted on the Member pages, 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 black tie, black socks and black shoes or 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 or 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 or a black blouse with black pants or skirt, or black dress.

Calendar

Jazz calendars will be posted on our website. Please consult the calendar if you have any questions 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.

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.

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. *This includes virtual or in-person rehearsals. If you opt for in-person and choose to go virtual, you must let your in-person director know. Attendance will be required at one or the other each week.
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.

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/>

Fees and Expenses

The annual fee for participation in TYJE, TYJO and TYJB is \$450. TYJL is \$400. 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.** Please contact the Executive Director for more information.

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 may 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. If the competition is happening, 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.

Musician Intern Program

Upperclassmen from the Philharmonic Association may apply for an internship with the PA for the duration of the school year. This internship provides students with work experience and volunteer opportunities designed to increase students' leadership and management skills and give them a behind-the-scenes look at running a non-profit arts organization. Requirements, details, and the application are posted on the PA website. Although students may apply as early as June, only students who are accepted into a PA Ensemble after auditioning in August are eligible for acceptance into the program.

Fundraising

As fees only cover about half of our operating expenses, the PA must rely on fundraising to help meet our annual budget. Please help us whenever and wherever you can!

Corporate Support

Many companies partner with nonprofits 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

This year, we hope to host two fundraising events. One will be in the fall, our "PA's Got Talent" event where students submit videos of themselves performing and get their friends and family to "vote" for them with donations to the PA.

The second is our "Classics and Cuisine" event where students perform and families donate food that is sold to raise additional funds. The fundraiser is a community event and has been held at various locations such as Bond Park Senior Center, St. Paul's Episcopal Parish Hall, Chavis Park Community Center, and Temple Beth Or. The food for this event is donated by PA families and often has an international theme as a celebration of our diversity.

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.

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.

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 aid the 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 tasks 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.

****ADDENDUM for 2021-2022 SEASON****

In-Person Rehearsal Policy

1. The following guidelines are to be adhered to in order to protect our teachers and students:
Musicians will arrive on time with face masks on. Masks will remain on throughout rehearsal and until student gets in the car to leave the rehearsal area. Wind instruments will bring and use bell covers at all times during rehearsals.
2. Musicians will bring mask, music stand, music, small stand light and pencil to each rehearsal.
3. Musicians will remain 6 feet or more from other individuals at all times before, during and after rehearsal.
4. Musicians will remain home if presenting any symptoms of sickness and report this to the attendance coordinator and the Executive Director immediately.

5. Families will immediately notify Conductor/Director and Executive Director if musician has symptoms, has taken a test, or has been exposed to anyone testing positive to COVID-19 immediately upon knowledge of exposure and/or symptoms.
6. Failure to comply with any of the rehearsal policies will result in immediate removal from in-person rehearsals for the semester.

Online Rehearsal Policies (if necessary)

1. Musicians will be on time and present for the entire rehearsal. This means logging in at least 5 minutes in advance. Other electronic devices such as phones, ipads, televisions must not be in view. Tuning and instrument maintenance should be taken care of before the start of rehearsal.
2. Musicians will come prepared with instrument tuned, music in folder or binder, music stand, pencil, metronome (can be accessed online for free)
3. Musicians will be respectful and mute their computer until asked to share and use the chat function to ask questions unless otherwise instructed.
4. Professional language, attitudes and behavior will be expected throughout the rehearsal. This includes posture, focusing on the material, marking your music, etc. Be engaged!