



Orchestra Manual 2022-2023

I. Responsibilities of Management

- A. The Orchestra Librarian will have the music available at least three (3) weeks prior to the first rehearsal for a concert. Exceptions may be necessary due to rentals, program changes, or other special circumstances. Said exceptions must be documented by Librarian, and Principals will be notified by Librarian or Personnel Manager immediately by phone and/or email.
1. In the case of an eight-week rental, the Concertmaster will receive music for bowings no later than seven weeks before the concert date (sooner if possible) and must return the bowed music to Librarian within 10 days. The Librarian makes copies of the Concertmaster's parts and sends them to the Principal strings. The Principals must return the bowed music to the Librarian, to be received within 10 days of the postmark date. The Librarian then has one week to complete marking all section bowings in each original part and sends parts out to all members by the third week date prior to the concert.

When allowed access to music more than eight weeks before a performance, the schedule for bowings will be updated to allow more time for completion of bowings. A mutually agreed upon timeline will be negotiated between Librarian and Concertmaster as well as Librarian and Principal string players, and this timeline will be brought to the attention of the Personnel Manager and General Manager.

See Section IV. M. for Exceptions and Penalties
 2. There shall be at least one folder of original music per stand.
 3. A proposed seating chart shall be made available online or in print when music is sent out. This will allow string players to be aware of which part to practice. Seating is still subject to change as personnel changes.
 4. The Librarian shall place rehearsal letters/numbers in the music, which shall agree with the conductor's score. If this is not possible, a list of corrections will be sent with the music.
- B. Adequate shelter shall be provided for the Musicians and their instruments. Instruments shall not be exposed to direct sunlight, precipitation, or temperatures less than 65°F or more than 82°F in the playing area. The Philharmonic shall provide adequate physical space and sight lines for the musicians to perform properly on their instruments.

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

- C. Subject to extenuating circumstances, the rehearsal hall will be open at least thirty (30) minutes prior to a scheduled rehearsal. The facility shall be open at least one (1) hour prior to performances and adequate table space will be provided for instrument cases.
- D. A bulletin board will be provided for the posting of appropriate announcements and notices regarding the Philharmonic.
- E. A clock will be on display at all rehearsals.
- F. The General Manager will be responsible for seeing that rehearsals run on time and according to this procedure manual.
- G. Subject to ticket availability, the Philharmonic shall provide the musician, upon request, one complimentary ticket to each of the season subscription concerts. The Musician may purchase from the Philharmonic office any number of additional tickets at a 20% discount, also subject to availability.

II. Responsibilities of Musicians

- A. Musicians will have their parts prepared before each rehearsal.
- B. Musicians will be in their seats at least five (5) minutes before the scheduled beginning of a Service.
- C. Each Musician is responsible for furnishing his/her own instrument (except certain percussion and other special instruments) and maintaining it in satisfactory playing condition.
- D. Each Musician is responsible for the music issued to him/her and will need, in the event of absence, to deliver the music to the designated substitute, or service location.
- E. Each Musician will keep the Personnel Manager informed of his/her current street address, telephone number, and email address. Each musician will also respond in a timely manner to all communications.
- F. Musicians will leave any cases, accessories, and personal items that are not critical to the performance off stage during concerts.
- G. Smoking is not permitted in the rehearsal or performance areas.
- H. Principals have the responsibility to communicate with Management concerning "section situations." Principals should be the only ones to communicate with the conductor during rehearsals. All other section players should address Principals and not disrupt rehearsals regarding problems in music.
- I. During tuning, there shall be no talking or practicing of music parts.

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

- J. Dress Code – unless otherwise requested by Management, Musicians will dress according to the following specifications:
1. White tie and tails, solid white shirt, black socks, black dress shoes. - or -
 2. Solid black skirt/dress/dress pants (ankle-length to floor length when seated), solid, black dressy blouse/top with full or 3/4 sleeve, plain black hose, black dress shoes.
 3. Dress Code Restrictions:
 - a) *No colors or decorative adornments on any clothing; only solid is acceptable.*
 - b) *No substitutions of navy for black or beige for white and no black denim.*
 - c) *No black leggings in place of pants or skirts.*
 - d) *No sandals, sneakers, or other informal footwear; no open toe shoes or sandals.*
 - e) *No flashy jewelry (metal jewelry is particularly distracting due to stage lighting).*
 - f) *No alarm/beeper watches, cell phones, or pagers; all cell phone ringers and alarms on watches and will be turned off during rehearsals and concerts.*
 4. Refrain from the use of perfumes, colognes, aftershaves, hairsprays, or other heavily scented products in order that neighboring Musicians may play in comfort and without allergic reactions.

III. Probationary & Non-Probationary Status Policy

A. Probationary Musicians:

1. The first season of a musician's contractual engagement with the Philharmonic shall be considered a Probationary period provided the musician performs a minimum of four (4) concerts conducted by the Music Director that require his/her instrumentation. In the event a musician does not perform at least four (4) concerts during this designated time frame, the Probationary period shall continue until the musician has played at least 50% of concerts that require her/his instrumentation in two (2) consecutive seasons.
2. A musician who is still in her/his Probationary period may be given notice at any time during this period, but no later than June 15 after the final concert of the current season that he/she will not be re-engaged for subsequent concerts.

B. Non-Probationary Musicians:

1. A Non-Probationary Musician is one who has played either four (4) concerts in his/her first season with the Philharmonic or at least 50% of concerts that require her/his instrumentation in two (2) consecutive seasons with the Philharmonic.
2. A Non-Probationary Musician will be re-engaged for future seasons of service under the designation of Section, Assistant Principal, Associate Principal, or Principal Member as determined by his/her role in their respective section.

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

3. **Demotion/Probation/Dismissal** of Non-Probationary Musicians:

- a) *A Non-Probationary musician whose quality of playing is considered by the Music Director to be deficient enough to warrant counseling, probation, remediation, demotion, reseating, or other discipline or disengagement shall be given notice of the deficiency by February 15 so that he/she may be able to rectify the deficiency.*
- b) *Said notification shall be in writing and shall set forth the perceived deficiencies in detail with a copy to the Personnel Manager and Section Principal in cases where affected musician is a section member and shall be delivered or mailed in the same manner to the affected musician.*
- c) *The Music Director shall detail the shortcomings of the affected musician's playing and specify the actions expected of the affected musician to rectify the problem, the time within which the remedial action is to be completed, and the consequences of a failure to improve.*
- d) *If performance continues to suffer from outlined issues, then the Director will call a meeting with the musician and Personnel Manager.*
- e) *If a musician continues not to improve, a letter will be sent delineating a time frame for dismissal.*
- f) *The Music Director may call a meeting with a musician at any time.*

See **VIII. DISMISSAL** and **IX. APPEAL & REVIEW** for more.

IV. Contracts, Personnel, Rosters, and Schedules

- A. **Regular Per-Service Musicians** – also called **Core Orchestra** members – shall have First Right of Refusal: they will be offered contracts first, and substitutes will not be hired until contracts are returned or the deadline for signing contracts has passed.
- B. Per-Service Musicians are considered part-time employees with the Philharmonic whose contractual agreement is as specified in their Season Contracts.
- C. A **Service** is defined as attendance and playing by the Musician at any rehearsal or performance of the Philharmonic, or on behalf of the Philharmonic.
- D. The Musician shall participate in all services as specified his/her Season Contract unless an excused absence is requested by the Musician and approved by the Music Director and Personnel Manager.
- E. Spartanburg Philharmonic requires all Non-probationary, titled orchestra members to attend more than 50% of the concerts that require her/his instrumentation (e.g. 3 or more out of 5, 4 out of 6, 5 out of 8 concerts, etc.), as well as all Non-Probationary Philharmonic members to attend at least 50% of the concerts that require his/her instrumentation (e.g. 3 or more out of 5, 3 out of 6, 4 out of 7 concerts, etc.).
- F. A Musician who cannot attend all rehearsals for a concert may be replaced for that concert at the discretion of the Music Director.
- G. Services listed on a Contract as a “Tentative Contractual Service” will be confirmed or canceled and all Musicians notified as such at least 20 days prior the first service of a sequence.

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

- H. Spartanburg Philharmonic schedule and contracts for the next season will be offered no later than May 1 of the current season. In special circumstances, this deadline may be extended, and Musicians will be notified of the change and the expected contract release dates no later than April 10. Once signed by Musician and the Philharmonic Management, the contracts shall be returned to the musician by June 15.
- I. If a contracted Musician is unavailable for a Service or a set of Services, players from the Philharmonic's list of substitutes shall be given first call to fill the vacancy. This list will be generated by the Personnel Manager in consultation with the Music Director and Section Principal. Should a suitable substitute not be available, the vacancy will be filled by the Personnel Manager in consultation with the Section Principal and the Music Director, time permitting.
- J. Subject to Section K below (weather conditions, acts of God, etc.), Musician shall be entitled to compensation for any canceled Services unless Musician is notified in writing by the Philharmonic Management at least 60 days in advance that he/she will not be needed.
- K. Weather conditions, civil strife, acts of God, or other contingencies beyond the control of the Philharmonic, which force the cancellation of any service, shall not entitle Musician to compensation. Every effort will be made to re-schedule any services so canceled. Musicians are not entitled to payment for re-scheduled services they cannot attend.
- L. Scheduling of rehearsals and concerts will be done as to minimize or avoid conflicts with other Orchestras and professional ensembles that provide additional employment opportunities for Philharmonic musicians. Management will undertake the resolution of possible conflicts as soon as they are known and will inform the Orchestra Committee of any such conflicts.
- M. Procedure and Schedule for Marking Bowings:
 - 1. It is understood that bowings are an important part of the contractual responsibility and compensation of the position of Concertmaster as well as Principal strings.
 - 2. As stated in Section I. A., in the case of an eight-week rental the Concertmaster will receive music for bowings no later than seven weeks before the concert date (sooner if possible) and must return the bowed music to Librarian within 10 days.
 - 3. The Librarian then makes copies of the Concertmaster's parts and sends them to the Principal strings. The Principals must return the bowed music to the Librarian, to be received within 10 days of the postmark date, but no later than 4 weeks prior to concert date.
 - 4. Exceptions depend on circumstances and must be documented by both the Orchestra Librarian and the Principal(s) involved, and if necessary brought to the attention of the Personnel Manager, General Manager, and Conductor.

5. Failure of the musician to provide completed bowings as previously stated will result in forfeiture of the difference in pay between their current pay rate and one level lower (i.e. the difference between Concertmaster and Principal pay, or the difference between Principal and Section pay). This fine will be imposed for the series of services related to the concert for which the music is being bowed.
6. In most cases, when allowed access to music more than eight weeks before a performance, the schedule for bowings will be updated to allow more time for completion of bowings. A mutually agreed upon timeline will be negotiated between Librarian and Concertmaster as well as Librarian and Principal string players, and this timeline will be brought to the attention of the Personnel and General Managers.

V. Rehearsal and Performance Protocol

- A. Services will be contracted in advance specifying a length of 2 ½ hours including a 15-minute intermission or a length of 3 hours including a 20-minute intermission. Rates for each type of service will be specified when contracts are issued. Three (3) hour services will pay 20% more than 2 ½ hour services.
- B. A rehearsal intermission will be provided at the appropriate midpoint of the scheduled length of rehearsal. This will be at approximately an hour and fifteen minutes past the start of rehearsal. During a Dress Rehearsal (the final rehearsal prior to a performance unless otherwise noted), such that a normal performance segment may be completed before intermission, the time of the intermission is at the discretion of the Conductor.
- C. Rehearsal Overtime:
 1. Any service that exceeds the contracted time frame will result in each Musician in attendance being compensated for overtime at the rate of time-and-a-half for the service, in 15-minute increments.
 2. Only those Musicians whose presence is required by the instrumentation of the work being prepared at the commencement of overtime will be eligible for overtime compensations.
 3. Management shall make every effort to announce the possibility of overtime during the break of the rehearsal in question.
 4. A Musician shall not be required to remain overtime for any service unless specified in the Season Contract or announced prior to the end of rehearsal. The Musician may choose to leave upon completion of regularly scheduled service. In such case, the Musician shall not be due additional compensation for overtime.
- D. The maximum number of Services per day is 2 not to exceed 6 hours in length combined.
- E. Only Philharmonic personnel or other individuals approved by the Management or Music Director shall be in the immediate rehearsal area during rehearsals.

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

- F. String section seating:
1. The Music Director and the Personnel Manager, in consultation with the string section Principals, will assign seating where appropriate.
 2. If an Assistant Principal position becomes available, or a current Assistant Principal is moved to another chair in the section, an openly announced Audition will be held for that spot. Any member of the orchestra's string section or an outside community player may audition for this spot. The Music Director reserves the right to appoint a substitute for the remainder of the season.
 3. As stated in Section I. A., a proposed seating chart shall be made available online or in print prior to music being sent out. This will allow string players to be aware of which part to practice. Seating is still subject to change as personnel changes.
- G. In the event of cancellation caused by snow and/or ice, an email will be sent out immediately regarding the status of the rehearsal. The Spartanburg Philharmonic Staff will make all efforts to inform all parties involved of cancellations due to weather conditions. Notifications will be sent by 1:00 p.m. of the rehearsal day so that musicians who are commuting from out of town may avoid traveling in inclement weather.

VI. Payment

- A. Per the Season Contract, Spartanburg Philharmonic shall issue compensation to each Musician within 10 business days after the final service of a sequence of rehearsals and performances. The Philharmonic reserves the right to withhold payment or deduct from payment any outstanding amount due the Spartanburg Philharmonic for items including, but not limited to: tickets and/or music.
- B. Fines for Late/Lost Music:
1. At the Philharmonic's discretion, a fine of \$25 will be deducted from a Musician's compensation if that Musician fails to return repertoire immediately following a performance event.
 2. Replacement costs for music lost by Musician will be a *minimum* of \$5.00 per part.
- C. A Musician shall be paid a **Doubling Fee** if called upon to play any instrument in addition to those specified in his/her contract. Doubling Fee will be an additional 20% of the Musician's service rate for each service so involved. Doubling fee shall not be paid if Musician elects to use a doubling instrument for his/her convenience.
- D. As required by law, the Spartanburg Philharmonic shall record and report Musician's earnings to appropriate state and federal agencies.
- E. Mileage will be paid at a rate determined annually and specified in the Season Contract.

VII. Absences and Leaves

A. Absences:

1. For reasons other than illness or emergency, Musicians must notify the Personnel Manager of any anticipated absences at least four (4) weeks prior to a concert rehearsal series. Principal players are requested to give eight (8) weeks notice. Musicians must state a reason for absence. The Music Director reserves the right to replace a musician for a missed Dress Rehearsal.
2. Musician will notify the Personnel Manager as soon as possible before the beginning of a Service in the event of absence due to illness. Either leaving a message with or sending an email to the Personnel Manager prior to a Service shall be considered adequate notification. Emergency or other circumstances beyond Musician's control will be handled on an individual basis.
3. An absence from any contracted service shall be considered **unexcused** if:
 - a) *Musician fails to notify the Personnel Manager of an absence prior to Service*
 - b) *prior notice is given by Management that the absence will not be excused*

See **Section VII.** for dismissal/termination as a result of an unexcused absence

4. An absence, excused or unexcused, shall result in non-payment for that Service.
5. If the Musician is absent from a performance for any reason except bona-fide illness or emergency, as determined by the Personnel Manager, the Musician shall not receive compensation for that performance *nor* for any other service of the performance sequence.
6. If an excused absence from a rehearsal compromises quality, then the Music Director may replace the Musician for the remaining services.
7. The Music Director reserves the right to dismiss a Musician for an unexcused absence of a dress rehearsal. The musician will be paid only for the rehearsals he/she attended.

B. Leave:

1. A **Leave of Absence** without pay may be granted by the Management for a period of up to one season. Requests for a Leave of Absence must be made in writing to the Management by March 1, prior to the season of the request, unless special circumstances exist.
2. Musicians on leave must inform the Management in writing by March 1 of the on-leave season whether or not he/she intends to return the following season. If Musician fails to make this notification, it will be considered a resignation, and the position will be considered vacant.

3. A Musician returning from a one-season leave may resume his/her position in the Philharmonic at the beginning of the subsequent season.
4. Maternity and emergency medical leaves will automatically be granted.

VIII. Dismissal and Termination

- A. Any Musician may be dismissed for:
 1. dishonesty; excessive, uncooperative attitude; insubordination; excessive tardiness; unexcused absences.
 2. excessive use of alcohol or the use of, or being under the influence of, illegal drugs at Philharmonic functions.
 3. repeated violations of this Orchestra Manual.
- B. If appropriate, conduct meriting potential dismissal will be brought to the Musician's attention.
- C. The Season Contract of any Musician may be terminated for reasons including, but not limited to, the following:
 1. Violation of the signed contract. Per the Season Contract, if a Musician cancels any portion of his/her contract for reasons other than illness, emergency, incapacity, or others excused by Management, then, at the discretion of Management, the remainder of the contract will be terminated, and the Philharmonic shall be released from any liability to the Musician for remaining services and performances.
 2. Clearly demonstrated pattern of inadequate musical performance.
See **Section III. B.** above for more.
 3. Uncooperative attitude.
- D. If appropriate, conduct meriting potential termination will be brought to the Musician's attention.

IX. Appeal and Review

- A. Non-Musical Appeal
 1. If a Non-Probationary Musician has a grievance or concern, the Musician should discuss it with the Personnel Manager, General Manager, and/or the Executive Director within seven (7) days of the occurrence of the problem, explaining the nature of the problem, and including a suggested solution. The Personnel Manager will review the facts and may ask for input from the Orchestra Committee, Music Director, and other sources and will render a decision to the Musician within seven (7) working days.

2. If a musician is dissatisfied with the decision of the Personnel Manager, the Musician may appeal to the Orchestra Committee within five (5) working days of the previous decision. The Orchestra Committee will form an Appeals Committee:
 - a) *The Appeals Committee shall consist of five members: two (2) musicians from the orchestra committee (selected by the orchestra committee), the Executive Director of the Philharmonic, one member of the Philharmonic Board of Directors, and the Music Director. The Executive Director shall serve as chairman.*
 - b) *The Appeals Committee will meet with the Musician and the Personnel Manager within fourteen (14) days. At the Appeals Committee's request, any appropriate source of information concerning the grievance may be interviewed.*
 - c) *The Appeals Committee will review the grievance and render a decision to the Musician within seven (7) days of the completion of their fact finding. The Appeal Committee's decision on the grievance shall be final.*
3. Any Musician's grievance, for which no appeal is made within the time limits specified in the above policy, will be considered resolved and will not, thereafter, be subject to the grievance procedure for that employee.

B. Musical Appeal and Review

1. Any non-probationary Musician who believes that he/she has been discharged or had his/her contract non-renewed or has been demoted from a titled position for musical or artistic incompetence may seek review of such action through the Performance Review Committee.
2. The **Performance Review Committee** shall consist of: the Music Director, the Concertmaster, the Principal from the aggrieved Musician's section, a Principal from a similar section of the orchestra or a Conductor from an orchestra other than the Spartanburg Philharmonic, and the President of the Spartanburg Philharmonic Board of Directors (or his/her designee). The Board President or his/her designee shall serve as the Chairman of the Performance Review Committee.
3. If the aggrieved musician is the sole Principal in his/her section, a Principal from another section will serve on the Performance Review Committee in his/her stead.
4. Musical Review Procedures:
 - a) *Requests for Appeal must be presented to Spartanburg Philharmonic Management within seven (7) days of receipt of notice of dismissal/non-renewal/demotion.*
 - b) *At the request of either the Performance Review Committee or the Musician, the review process may include an audition.*
 - c) *The Musician, the entire Performance Review Committee, and at least one member of the Spartanburg Philharmonic Management shall be present.*
 - d) *After review, the Performance Review Committee will vote and issue a majority decision.*

X. Vacancies

- A. Vacancies will be filled by Audition through the procedures described in Section XI. B. below.
- B. Any Vacancies arising during the season may be temporarily filled for the remainder of the season at the discretion of the Music Director in consultation with appropriate Principal players. At the close of the season, such Vacancies will be open to Auditions.
- C. Vacancies shall be advertised at least four weeks prior to the Audition date in the appropriate mass media. Other area orchestras and their musicians will also be notified, and the Vacancy will be posted on the Philharmonic website and announced during a full rehearsal. In the event there is not a full rehearsal scheduled for the Philharmonic during this time, all Philharmonic members will be notified in writing of the Vacancy at least four weeks prior to the Audition.

XI. Auditions

- A. Winning candidates will be selected by an **Audition Committee**:
 - 1. The Audition Committee will be made up of 3 to 5 individuals: the Music Director (required), the Principal of the Section, the Assistant Principal of the Section, and up to 2 other Principals and/or Assistant Principals from similar Sections.
 - 2. All Musicians serving on the Audition Committee will be reimbursed at a per-service rate plus mileage in accordance with their individual contracts.
 - 3. Each of the Audition Committee members shall have one vote. In the case of a tie or an indeterminant vote, the Music Director shall have the final say in selecting the winning candidate(s). The decision of the Audition Committee shall be final.
- B. Except for the position of Concertmaster (see Section XI. D.), **Audition Procedures** shall be:
 - 1. Each applicant will be notified in writing of the time, place, and repertoire required for the audition.
 - 2. Applicants will be heard and judged on the specified audition requirements set forth in the audition list.
 - 3. Clear copies of the repertoire, including measure numbers, rehearsal numbers/letters, etc. shall be available upon request.
 - 4. Each Vacancy will have a separate Audition which will allow all applicants for that position to be heard in as close succession as possible.
 - 5. All Vacancy Auditions in the first round will be heard behind a screen where there is sufficient room and lighting to play comfortably.
 - 6. A select number, to be determined by the Audition Committee, will advance to the Final Round heard by the same Committee:

 **SPARTANBURG PHILHARMONIC**
Orchestra Manual 2022-2023

- a) *The final round will be heard the same day as the first round.*
- b) *For Section players, the final round may or may not be screened, subject to the Audition Committee's decision. If the Vacancy is a Principal chair, the final round will not be screened.*
- c) *A Musician winning a position in the Philharmonic must have been a finalist in the Audition process for that position.*

7. **Notifications:**

- a) *The Personnel Manager will notify the winning candidate within one week of the Audition.*
- b) *The Personnel Manager will notify all applicants in writing of the Audition results within two (2) weeks of the completion of all Auditions.*

C. Auditions shall be held annually for Substitute Musicians for all sections. These auditions shall follow the same procedural guidelines as above, except that the Audition Committee need only consist of the Music Director/Conductor and a Principal from the Section (woodwind, brass, string, or percussion) being Auditioned. If a Principal is not available, the Assistant Principal or a Section player may be used to adjudicate.

D. **Concertmaster Audition Procedure:**

- 1. The Concertmaster Audition will not include performing orchestral excerpts and solos.
- 2. Concertmaster Auditions will be held by invitation only. Candidates will be invited in late spring to audition during the following season.
- 3. A Concertmaster Audition Committee of five (5) individuals will be formed in accordance to Section XI. A. on page 11.
- 4. Invitation Procedure:
 - a) *The Concertmaster Audition Committee can nominate up to four (4) musicians for consideration. Each nominee must receive unanimous approval from the committee.*
 - b) *The Music Director can nominate up to three (3) musicians for consideration.*
 - c) *Once all nominees are selected, the Concertmaster Audition Committee and Music Director will review resumes and select up to three (3) candidates to invite for a week-long engagement with the Spartanburg Philharmonic.*
- 5. The Concertmaster Audition will comprise a week-long engagement that will consist of the same requirements for all candidates and will include:
 - a) *Leading the Spartanburg Philharmonic as Concertmaster during a symphonic concert (i.e. Masterworks, Classics, or other large-scale concert at Twichell or similar venue)*
 - b) *Attending a Meet and Greet event with Spartanburg Philharmonic stakeholders – board, donors, community leaders, musicians, staff, etc.*
 - c) *Performing a mini recital (approximately 20 minutes) for which the entire orchestra is invited to attend. The Music Director and Concertmaster Committee are required to attend.*
- 6. After the conclusion of each audition week, the full orchestra will be invited to provide feedback about the candidate.

7. Each of the Concertmaster Audition Committee members shall have one vote. In the case of a tie or an indeterminate vote, the Music Director shall have the final say in selecting the winning candidate(s). The decision of the Concertmaster Audition Committee shall be final.

XII. Recording Clause and Performance Rights

- A. Spartanburg Philharmonic shall have the right to record all Philharmonic performances for the purpose of radio broadcasts of a regional, non-commercial nature, as well as audio and video recordings for archival and or promotional purposes. All such recordings shall remain the property of the Spartanburg Philharmonic.
- B. The Personnel Manager will inform Musician in advance of any planned audio or video recording.

XIII. Outside Contracted Services

- A. All organizations contracting the Philharmonic for Services will use current Core Orchestra Musicians as defined in Section IV. A.
- B. If no Core Musicians are available, players from the Philharmonic list of Substitutes will be called next to fill the positions.
- C. All outside contractors and affiliated contractors will meet the conditions outlined in this procedure manual.

XIV. Modification of the Procedure Manual

- A. The Orchestra Committee, as defined by Section XV., will propose changes or recommendations to the Orchestra Manual. The proposed changes will be presented to the Spartanburg Philharmonic.
- B. After consideration by the joint Spartanburg Philharmonic and Orchestra Committees, the Spartanburg Philharmonic shall recommend changes to the Board of Directors for action.
- C. The Board of Directors shall act on the Philharmonic's recommendation for change in the Orchestra Manual at its next regularly scheduled Board meeting or as soon as practical. The action of the Board shall be communicated promptly in writing to the Orchestra Committee.
- D. All changes fully approved will go into effect for the next season.

XV. Orchestra Committee

- A. The Spartanburg Philharmonic Musicians will be represented by an elected **Orchestra Committee**.
- B. The Committee shall consist of six (6) Core Orchestra Members under contract for the current year to represent the Musicians in its relations with Management. All Non-Probationary Musicians are eligible to serve on the Orchestra Committee.
- C. Orchestra Committee elections:
 - 1. An Orchestra member, at any time prior to scheduled elections, may make nominations. Individuals may nominate (or volunteer) themselves.
 - 2. Elections shall be by ballot, to be counted by two persons from the orchestra not nominated for the Committee.
 - 3. Election to the Committee will require a majority of the votes cast.
 - 4. All terms shall be for three years, except for the original Committee. This Committee will rotate three original members off after three years, and the remaining members will rotate off after their fourth year.
 - 5. A person whose term has just expired is eligible for re-election.
 - 6. Vacancies will be filled by an eligible member under contract by the remaining members of the Orchestra Committee to serve an unexpired term.
- D. The Committee shall be responsible for meeting regularly on a schedule to be determined by the members and for communication promptly and accurately of all comments, suggestions and/or concerns of the Musicians to the Management. The Committee shall meet with Management prior to Friday rehearsals on an as-needed basis. Comments, suggestions, or concerns brought to Management at these meetings will be presented by the Committee in writing.
- E. The Orchestra Committee shall designate at least one member to attend the regularly scheduled meeting of the Spartanburg Philharmonic Board of Directors as a non-voting member of the Board. The Orchestra Committee representative shall communicate periodically to the Musicians concerning any issue of interest to the Orchestra. This will help involve the Core Orchestra Members with the Board and improve communications between the Board and the Musicians.
- F. The Orchestra Committee, upon request by the Board of Directors, shall designate a representative(s) to various Board committees for the purpose of representing the Musician's interests during planning processes. Such representatives may be Orchestra Committee members themselves or any current Core Orchestra Members.
- G. The Orchestra Committee shall have 5 minutes available to them at the beginning of rehearsal to communicate with the Musicians on an as-needed basis.
- H. Orchestra Committee members will be noted on the Philharmonic program and on the Philharmonic website with asterisks (*) by their names.

Glossary of Terms

Audition Committee	committee as outlined in Section XI.A. of this manual
Executive Director	the Executive Director of the Spartanburg Philharmonic
Librarian	the person responsible for preparing music for all Musicians
Management	a term describing the Music Director, the Executive Director, the General Manager, and/or the Personnel Manager all operating under the direction of the Board of Directors of the Spartanburg Philharmonic
Music Director	the Music Director and Conductor of the Spartanburg Philharmonic
Musician	a person contracted to perform in the Spartanburg Philharmonic
Non-probationary/Probationary	as defined in Section III. A. and B.
Orchestra Committee	committee as outlined in Section XV. of this manual
Orchestra member	<i>See Musician above</i>
Performance Review Committee	committee as outlined in Section IX.B.2. of this manual
Regular Per-Service Musician / Core Orchestra Musician	Non-Probationary or Probationary musician who has successfully won an audition. This Musician is also contracted for all or any part of the season and compensated at a per-service rate.
Season Agreement or Contract	that contract between the Spartanburg Philharmonic and the Musician that specifically spells out the contractual relationship between the Spartanburg Philharmonic and the Musician
Service	attendance by Musician at any rehearsal or performance by the Spartanburg Philharmonic (or on behalf of the Philharmonic); said attendance to be requested by the Philharmonic either implicitly by acceptance of the Per Service Season Contract or by acceptance of any contract issued by the Philharmonic, separate from the Per Service Season Contract. A service is defined as 2 ½ hours, not to exceed 3 hours.
Substitute Musician	a Musician contracted on a temporary basis
Titled Musician	Musician who holds the position of Concertmaster, Assistant Concertmaster, Principal, or Assistant Principal