



Musician's Handbook

Loudoun Symphony Orchestra

2022-2023 Season

Welcome to the 2022-2023 season of the Loudoun Symphony Orchestra. For those who are new to the orchestra this year, congratulations on your new position! We are happy you are part of this fine organization.

This document is a reference for each musician. It is written to provide an overview of the nature of the organization, the operational policies, requirements and expectations. It is important we all have an understanding of what is expected of us as members of the orchestra in order to ensure the year runs smoothly and the orchestra continues to grow artistically.

Membership

- Membership in the Loudoun Symphony Orchestra is by audition only. Announcements of open positions will be made well in advance of the audition date. All information needed for requesting an audition and required audition request form will be available on the website. Audition excerpts will also be posted on the website. If a member is not returning for the following season, he/she should notify the Conductor and Personnel Manager with as much notice as possible so that the position can be posted accordingly.
- Individual auditions may be granted during the course of the year for section strings and vacant positions as determined to be appropriate by the Artistic Committee.
- The Artistic Committee will be responsible for hearing auditions and making final selections.
- String section seating in the symphony is determined by the Conductor and section leader. A seating chart will be provided as needed.
- Substitute musicians must be approved by the Conductor and/or Artistic Committee either by audition or personal vetting. A list of substitute musicians will be kept by the personnel manager.

General Information

Music distribution/Returning music

- The Music Librarian will distribute music before each concert rotation, at a convenient and/or central location for the Music Librarian, two weeks prior to the first rehearsal.
- If music is shared or copies are exchanged, the person who signed for the music is still responsible for returning it after the concert.
- If a musician is going to be absent from a rehearsal, it is his/her responsibility to make sure his/her stand partner or rehearsal substitute musician has the music.
- Musicians are allowed to make light pencil marks on the music. No colored pencils, no pens, no markers, etc.
- The Music Librarian collects the music near the stage exit after the final concert for each program. ALL MUSIC IS TO BE RETURNED AT THAT TIME. Any musician who does not return music then is responsible for late fees or missing parts charges that accrue.
- If music is lost, the musician is responsible for replacing new copies from the same edition, and he/she may also be required to pay late fees.

Rehearsals

- Rehearsals for any given concert cycle are held on Wednesdays from 7:30 – 10:00 p.m. During concert week, in addition to the Wednesday rehearsal, there will be a dress rehearsal on Friday evening from 7:30 – 10:00 p.m. Our primary rehearsal space is at Stone Bridge HS, 43100 Hay Rd. Ashburn, VA. This may change depending on availability. Concert week rehearsals will be at the concert venue. The Personnel Manager will send weekly reminders of the location, and rehearsal order. Please arrive early to be prepared to start on time.

Concerts

- The concert (and rehearsal) schedule, repertoire, and required personnel will be provided at the end of each season, after the last concert. All masterworks concerts are held on Saturday evenings at 7:30 pm. Holiday/special concerts may be done as matinees.
- Concert dress for all concerts:
 - Women: Floor-length black skirt or floor-length black dress, tailored pants, black long-sleeved top, black stockings, black dress shoes.
 - Men: Black tuxedo, white shirt, black bow tie, black socks, black dress shoes.
 - Any variation in dress will be announced in advance.
 - All: Avoid strong perfume, cologne, and other heavy scents. Pungent foods should be avoided (before rehearsals and concerts).
- Our primary concert venue for the 2022-2023 season is St. David's Episcopal Church, 43600 Russell Branch Pkwy, Ashburn, VA. Any change from this will be made known to the musicians well in advance.

Musician Responsibilities

General Responsibilities

- Musicians must notify the Personnel Manager of any changes in his/her contact information or status
- Participate in the Annual Meeting of Musicians

Artistic Responsibilities

- Each musician is to maintain a high level of musicianship on his/her instrument.
- Each musician is to be prepared for each rehearsal and conduct oneself in a professional manner.

Rehearsal attendance

- All members of the Loudoun Symphony are expected to attend rehearsals regularly. Please note, while performing with other groups is understandable, other commitments cannot interfere with the LSO schedule. If a musician needs to miss a rehearsal, he/she should notify the Personnel Manager with as much notice as possible. In addition, strings should notify their section leader, and woodwind, brass and percussion should notify their entire section.
- Other than last-minute emergencies or illness, if a musician is the only one playing his/her part (i.e., woodwind, brass, percussion) it is each musician's responsibility to find an appropriate rehearsal substitute, in coordination with the personnel manager. A sub list is maintained to aid in the process.
- For string players who share a stand and have the performance copy of the music, it is their responsibility to make sure their stand partner has the music if a rehearsal must be missed.
- Rehearsal attendance during concert week is mandatory. Exceptions for extenuating circumstances will be determined by the Conductor.

- If a musician is unable to commit to rehearsals to the satisfaction of the Conductor, the musician may be asked to step down from his/her position.

Concert attendance

- All members of the orchestra are expected to make concert performances a priority in their scheduling.
- The concert schedule will be posted prior to the beginning of the season. If a musician is either unable to play the concert or must miss rehearsals, he/she must provide as much advance notice as possible to the Conductor and Personnel Manager so a substitute can be found.
- This notice must be made at least one month prior to the beginning of rehearsals for a given concert rotation. Exceptions to this notice will only be made for unforeseen circumstances outside of a musician's control.
- If a substitute is required for a concert, but conflicts in scheduling do not allow for his/her attendance at all rehearsals for the given concert rotation, the orchestra member, for whom the substitute is required, should help cover the part for said rehearsal(s). The Personnel Manager is to be notified of these arrangements in advance.

Health and Safety Protocols

COVID-19 Policy

The LSA will comply with all health and safety protocols required by CDC, Virginia Department of Health, and venue policies.

Musician Compensation

The Loudoun Symphony consists of musicians who fall into three categories of compensation:

- Musicians who are paid a regular stipend on a per service basis. A service is either a rehearsal or concert. Multiple concerts in one day count as one service.
- Substitute musicians.
- Additional hired musicians.

Stipend Paid Positions

- Positions receiving a regular per service fee or honorarium include concertmaster, assistant concertmaster, principal strings, assistant principal strings, woodwinds, brass and percussion.

Substitute Musicians

- Musicians who cover either a rehearsal or a concert rotation will receive payment equal to the player they are covering.

Additional Musicians

- Additional musicians required to fill the needs of the repertoire will be paid at a rate for concert week as agreed upon with the personnel manager.
 - Concert week consists of a Wednesday rehearsal, Friday dress rehearsal and Saturday concert.

Documentation and Tax Withholding

- Musicians who are entitled to compensation are paid as independent contractors. No taxes are withheld, and no FICA and Medicare taxes are applied. IRS 1099 forms are provided at the end of the year, but musicians are responsible for declaring the income and paying all applicable taxes, including Income and Self Employment tax. All musicians receiving compensation must submit a W9 form to Accounting Manager, Michael Rohrer.
- Payments are made by Direct Bank Deposit, therefore musicians are requested to supply a voided check with account information directly to the Accounting Manager.

Pay scale for 2022-2023

Position	Compensation per service
Concertmaster	\$110
Assistant Concertmaster	\$100
Principal strings	\$65...
Assistant principal strings	\$50...
Woodwinds, Brass, and Percussion	Principal=\$65, Others=\$50

Comp tickets: Each member of the LSO may receive one complimentary ticket for each LSO concert by ordering in advance at www.loudounsymphony.org and using promotional code LSO2223. For the holiday concert set, comp ticket is offered for only one concert.

Committees and Representatives

Artistic Committee

The Artistic Committee is responsible for decisions involving the musical and artistic matters of the orchestra. This includes acting as audition jury for the selection of musicians, and removal of musicians if deemed necessary. In addition, the artistic committee will work in collaboration with the music director to help determine music selection, rehearsal and concert scheduling, and make decisions on other matters that affect the artistic integrity of the orchestra. The Artistic Committee consists of the Conductor, the Concertmaster, 1 member appointed by the Conductor, and 3 members elected by the musicians. The Conductor may choose to have 2 votes instead of appointing a committee member. In addition, 1 member may be appointed by the president of the Board of Directors to serve as the LSA/LSO liaison. The election of the Artistic Committee members is done at the Annual Meeting of Musicians. The term is for one year, with no restriction on the number of terms served.

Player Representatives to the Board of Directors

The LSO is entitled to have four members of the orchestra serve as player representatives to the Board of Directors. These are full voting members on the board and are expected to fulfill duties as assigned by the board. The representatives are elected at the Annual Meeting of Musicians and their terms are for one year, with no restrictions on the number of terms served.

Meetings

Annual Meeting of Musicians

There will be an Annual Meeting of Musicians prior to the end of each season, whereby members of the Artistic Committee and player representatives to the Board of Directors for the following season are elected. Regular members of the orchestra are the only ones entitled to vote in that election.

Annual Meeting of Members of the Loudoun Symphony Association

All regular members of the orchestra are considered members of the Loudoun Symphony Association, which is the parent corporation of the LSO and the LSYO. As members, each regular musician is entitled to vote in matters that come to a vote at the Annual Meeting of Members. This meeting is typically held near the end of each fiscal year.

LSO Leadership Personnel

General Contact Information

Music Director and Conductor: Search is being conducted for 2022-2023 season

Concertmaster: Jie Kim – ellyjie@gmail.com

Personnel Manager: Michelle Rippey – orchpersonnel@loudounsymphony.org

Accounting Manager: Michael Rohrer – michael@mrohrer.com

Artistic Committee chair: Andrew Bluhm – abluhm63@me.com

Music Librarian: Connie Olivera – connie@oliveramusic.com

Executive Director: Karen Knobloch – karen.knobloch@loudounsymphony.org

President of LSO Board of Directors: Matt Banner – matt.banner@loudounsymphony.org

Artistic Committee members

Andrew Bluhm – abluhm63@me.com

Concertmaster: Jie Kim – ellyjie@gmail.com

Craig Marlowe – Wcmarlowe66@gmail.com

Betty Bley – bleyclarinetstudio@gmail.com

Meghan Hickman – Meghan.hickman11@gmail.com

Player representatives to the LSO Board of Directors

Raelene Wagoner – raelenewagoner@gmail.com

Catherine Palusci – Catherinepalusci@aol.com

Ashley Bowen-Sanchez – albowen710@gmail.com

