

Rainier Symphony

Musician/Personnel Reference Guide

2017-18 Season

Revised 9/10/17

Overview:

- Each musician is part of the solution to find qualified subs and additional musicians – leveraging their own networks to the extent possible. For example someone new to the area may not know anyone yet, while someone else in the section may know several great people. Also, collaborate across sections – trombonists often know good tubists and vice versa.
- In each section the Principal will be on point to coordinate personnel for the section.
- The Music Director (or designee) will handle harp and any other specialty instruments not in an orchestral section such as saxophone or piano.
- The Principal will keep track of absences and Subs, and also fill the section when additional musicians are needed such as bass clarinet or 4th flute.
- Principals and the musicians in their section should trade email addresses and phone #s so they can stay in contact.
- While illnesses, business travel, and unexpected events can arise at the last minute, please plan as far ahead as possible. Good musicians' calendars fill up fast, and our concert dates sometimes conflict with other groups. It is not too early to look for musicians for the June concert in September. All musicians should review the full season's concert dates as soon as they are announced to identify any conflicts.
- Music Director and designees will monitor the email **Attendance@RainierSymphony.org** and respond accordingly.
- **For information on attendance policy, leaves of absence, and other matters, please see the "Orchestra Member Policy" posted within the member website.**

Process for Absences:

1. Musician identifies the need to miss rehearsal(s) or concert(s) as far in advance as possible
2. Musician emails Principal and "Attendance@RainierSymphony.org" Even if last minute, please email so we don't wonder where you are. If the Musician is the Principal, emails Attendance@ and anyone else who needs to know such as their stand partner or Assistant/Second.
3. Principal makes the decision based on the circumstances whether a Sub is necessary and/or feasible. If it's a single rehearsal and a small part, or a single rehearsal for a section string player, or if it's last minute, finding a Sub may not make sense. The Principal will use his/her judgment since every situation is different. Generally all Principal, and all woodwind and brass parts, need to be covered at all rehearsals.
4. If a Sub will be sought, Principal and Musician determine who will find the Sub, and details such as which rehearsals the Sub will need to attend, how to get the music to the Sub, etc
5. When the outcome is determined, Principal emails Attendance@ with the info: either no sub will be there, or sub's name, date(s) s/he will be playing, and his/her email address
6. If the Principal gets stuck (I've emailed every flautist in town and can't find anyone!), the Principal will email Attendance@ for help
7. Music Director or designee will add the Sub to the email distribution list for the concert series [this is used to send info on rehearsals and concerts, such as rehearsal order, call time, etc]

Process for Additional Musicians:

1. A list of the music for the season including the instrumentation will be emailed to the Principals and posted within the member portion of the website.
2. Principals will review, identify any gaps, and check with the Music Director on any questions (Does 3rd Triangle need to attend every rehearsal?)
3. For any gaps, the Principal will find additional musicians as applicable
4. When an additional musician has been lined up, Principal emails Attendance@ with: musician's name, date(s) s/he will be playing, and his/her email address; the musician will be added to the email distribution list for the concert series by the Music Director or designee
5. If the Principal gets stuck, the Principal will email Attendance@ for help