

## **Northwest Iowa Symphony Orchestra Personnel Handbook**

This handbook provides a working relationship between the Northwest Iowa Symphony Orchestra (NISO) musicians, the NISO Administration, and the NISO Board of Directors. The following policies are not intended to be all-inclusive and may be amended or revoked at any time as decided by the NISO Administration and the NISO Board of Directors. These policies, while intended to serve as operational procedures for the NISO musicians and the NISO Administration, do not imply or constitute a contract between the NISO Board of Directors and the NISO musicians.

### **Policies Regarding Membership**

1. All new members must pass an audition for the Music Director before being admitted to the ensemble. In the appointment process for a principal position, candidates must perform for the Music Director and an audition panel.
2. A student must be a member in good standing with his/her instrumental ensemble director(s) before being considered for NISO membership.
3. Student members must re-audition each year in the fall. Under normal circumstances, adult musicians maintain membership from year to year.
4. Musicians are expected to make a yearlong commitment to participating in NISO. Exceptions do arise with wind and percussion members who are needed to fill out instrumentation as required by the repertoire.
5. Before the Spring Concert each year, all members will be asked to fill out a form stating their intentions for membership in the upcoming season.

### **Policies Regarding Seating**

1. Seating is determined by the Music Director in consultation with the Principal Players and Principal Conductor when needed.
2. When more than one capable wind player is available for a particular chair, parts will be assigned by the Music Director and Principal Player of that section.

### **Policies Regarding Attendance**

1. All musicians with current membership status in NISO are expected to attend all rehearsals and performances as scheduled.
2. Members will notify the Music Director of expected absences in writing (e-mail or on paper) before the season begins.
3. The Music Director and Personnel Manager must be notified immediately if other conflicts with rehearsals or concerts arise during the season.
  - a. Before the day of rehearsal, when advance notice can be given, e-mail the Music Director ([Bradley.Miedema@dordt.edu](mailto:Bradley.Miedema@dordt.edu)).

- b. On the day of rehearsal, if illness or emergency prevents your attendance, e-mail the Personnel Manager (Ellie Koerner, [llkrnr@dordt.edu](mailto:llkrnr@dordt.edu)) and CC the Music Director.
4. If a Principal Player must miss a rehearsal, he or she is expected to arrange for a suitable replacement.
  - a. The Principal Player must notify the Music Director and pass along the name and contact information for the substitute to the NISO Office ([niso@dordt.edu](mailto:niso@dordt.edu)).
  - b. The NISO Office will pay the substitute directly and adjust the Principal Player's payment accordingly.
5. At the discretion of the Principal Player, student members who miss a rehearsal may be assigned make-up sessions with the Principal Player or Music Director. Adult members who miss a rehearsal may be asked to attend these sessions as well.
6. Any musician missing an excessive number of rehearsals, in the judgment of the Music Director and Principal Conductor, will not be allowed to perform in the concert.
7. All musicians are expected to be warmed up and in their seats at least five (5) minutes prior to the scheduled starting time. The tuning pitch will be given as close to the starting time as possible. Excessive tardiness will be noted and dealt with.
8. If weather causes need for cancellation, please check your e-mail after 3:00 pm on the day of rehearsal. Every effort will be made to change the message on the NISO office phone, 712-722-6230, as well as to place an announcement on the NISO webpage, <http://niso.dordt.edu>.

### **Policies Regarding Mileage**

1. NISO wishes to help those who are traveling from a distance to make our rehearsals and performances possible.
2. Musicians will be paid \$.40 per mile (round trip), per driver, for every mile beyond the local limit of 20 miles. Passengers are not reimbursed for mileage.
3. Mileage is paid for only one trip per day. On days with multiple services (e.g. Fall Children's and evening Concerts, or Winter Pops dress rehearsal and evening Concert), NISO will not reimburse musicians who drive back home between services.
4. Mileage allocation is one of the largest items in the NISO's operating budget. We appreciate any efforts made at carpooling so that we can continue to meet this commitment.

### **Policies Regarding Dress Code**

1. Attire for rehearsals shall be casual and appropriate to the venue and season of the year.

2. Attire for performances, unless otherwise announced, shall be as follows:
  - a. WOMEN – Concert Black  
Black dress, mid-calf or longer with long or  $\frac{3}{4}$  sleeves; **Or**  
Black skirt, mid-calf or longer, with black blouse with long or  $\frac{3}{4}$  sleeves; **Or**  
Black dress slacks, full length, with black jacket, black blouse or black sweater with long or  $\frac{3}{4}$  sleeves  
  
Black dress shoes, closed toe (no black sneakers)  
Black hosiery  
  
Black denim is not appropriate as concert attire.  
  
Jewelry and other accessories shall be minimal and shall not challenge the “Concert Black” nature of the above.
  - b. MEN – Concert Black  
Black tuxedo  
White tuxedo shirt  
Black bow tie and cummerbund  
  
Black dress shoes (no black sneakers)  
Black socks  
  
Black denim is not appropriate as concert attire.

### **Policies Regarding Communications**

1. All musicians must provide the NISO office with their current contact information, including mailing address, home/work/cell phone numbers, and primary e-mail address.
2. See Policies Regarding Attendance.3. and 8. for communications about rehearsal attendance and weather-related schedule changes.
3. To communicate concerns or questions, please bring them to the Principal Player of your section or to the Music Director as appropriate.