



## **Membership Policy Handbook**

Last revision: December 2019

### **About the Organization**

The Aurora Civic Orchestra was founded in 1978 under the Aurora Parks and Recreation department. In 1984 the name was changed to the Aurora Symphony Orchestra. In June 1996, the ASO became an independent Colorado non-profit corporation called the "Aurora Symphony Orchestra." In December 1996, the corporation was awarded tax-exempt status as a 501(c)(3) organization. The move to incorporate was made to allow the growing orchestra to have greater control over its programming and public relations activities and to participate in fund-raising activities. The Aurora Symphony Orchestra is the only such group serving Aurora.

### **Vision Statement**

The Aurora Symphony Orchestra embraces our community's rich cultural diversity and appreciation for the arts by performing symphonic music that honors our heritages, celebrates our contemporary artistic environment and forges a cultural legacy for the future.

### **Mission Statement**

To share high quality and satisfying musical experiences with musicians and the community.

### **Nondiscrimination Statement**

The Aurora Symphony Orchestra pledges not to discriminate against any person or organization based on age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, ancestry, marital status, gender, veteran status, political service, affiliation or disability.

### **Funding**

The Aurora Symphony Orchestra is a non-profit organization and is funded in part by ticket sales, private donations, corporate donations, and grants. Donations and volunteers are vital to the success of the organization. The ASO is continually seeking to build its audience and find new sources of funding.

### **Orchestra Staff Committee**

The Orchestra Staff Committee is responsible for overseeing the day-to-day operations of the orchestra. This committee meets before each scheduled performance as needed.

## **Board of Directors**

The Board is responsible for the vision of the orchestra and fund-raising activities. The Board meets once a month, and the committees of the Board meet more often. There are at least three orchestra representatives on the board who are elected by the entire orchestra and affirmed by the Board. Orchestra representatives may be reelected.

## **Contact Information**

Aurora Symphony Orchestra  
P.O. Box 441481  
Aurora, CO 80044  
Phone: (303) 873-6622  
[www.facebook.com/AuroraSymphonyOrchestra](http://www.facebook.com/AuroraSymphonyOrchestra)  
[www.twitter.com/AuroraSymphony](http://www.twitter.com/AuroraSymphony)  
[www.aurorasymphony.org](http://www.aurorasymphony.org)

## **Auditions**

Auditions are generally held during the summer for the upcoming season and throughout the season as requested and/or determined by the Music Director. Auditions are required for all new musicians who are interested in becoming full members of the ASO. Current members may be requested to re-audition at the discretion of the Music Director at any time throughout the season. Auditions into sections that are considered 'full' will be for substitute listing only. Musicians in the substitute list will have priority in the event a position becomes available. Changes to seating within a particular section or auditioning of section may be made throughout the season as determined by the Music Director. For the auditions, the Personnel Manager in consultation with the Music Director will appoint an audition committee that will evaluate the performance of the musician. The Music Director compiles the opinions and ratings of the audition committee and from that information new membership will be either granted or denied. The Music Director is responsible for final decisions concerning auditions including Section Principals, Assistant Principals as well as seating assignments. Notification of audition results are reported in a timely manner.

## **Section Principals**

Section Principals will be selected and appointed by audition. Audition requirements will be determined by the Music Director. Principals are responsible for the musicality of their particular section. String Principals should be prepared to suggest bowings/markings as needed. Principals may also be called upon to lead sectional rehearsals as needed.

## **Rehearsals**

Regular scheduled rehearsals begin promptly at 7:00 p.m. on Wednesday evenings in the Large Community Room of the Aurora Central Library, located at 14949 E Alameda Pkwy, Aurora, CO 80012. The schedule for each rehearsal is prepared in advance and indicates who needs to be present at rehearsals. This schedule is published on the website under the "Musician's Portal." Schedules and venues are subject to change. Generally, there is a 10-minute break during rehearsals. Rehearsals end at

9:30 p.m. Dress Rehearsal times and locations may vary and will be announced in advance and included on the rehearsal schedule and posted on the website. Should the Music Director determine it is necessary to cancel a rehearsal, every attempt will be made to contact all personnel via email, social media and/or phone call. If you are unsure, please contact the Personnel Manager ([personnel@aurorasymphony.org](mailto:personnel@aurorasymphony.org)).

## **Attendance**

Orchestra members are expected to attend ALL of the scheduled rehearsals for a given concert. Only 2 absences will be allowed per concert and musicians may miss only one concert per season. Failure to attend may result in a change of your seating position in the orchestra and/or exclusion from a performance. The Music Director and Personnel Manager will review attendance regularly and take action where attendance has been lacking. Tardiness is disrespectful to the Music Director and all orchestra members and is not tolerated.

## **Absences**

Absences for rehearsals must be reported at least 24 hours in advance to both the Personnel Manager and the Music Director. All known absences for a concert should be reported to the Personnel Manager before rehearsals for that concert begin. Musicians with two or more absences that cause performance or section problems may be asked into a review meeting with the Personnel Manager and the Music Director. Any player that is absent is required to make his or her music folder available during the absence. Contact the personnel manager at [personnel@aurorasymphony.org](mailto:personnel@aurorasymphony.org) and the Music Director at [conductor@aurorasymphony.com](mailto:conductor@aurorasymphony.com).

## **ASO Website**

All information related to rehearsal and concert schedules and locations as well as contact information for orchestra officers and musicians will be included on the “Musician’s Portal” section of the website located at [www.aurorasymphony.org](http://www.aurorasymphony.org). There no password needed to access the information in the internal page.

## **Community Outreach**

All orchestra members are required to participate in this endeavor. All musicians must donate their time and/or musicianship to a minimum of one outreach event per concert season. This may include county or city fairs, small ensemble performances, gigs outside of regular concerts, fundraising mixers, and other events. Members should encourage friends, family, coworkers, and neighbors to purchase tickets and attend concerts. Musicians are responsible for at least two attendees per concert series. Special half-price discounted tickets for musicians are available for most regular concerts through the orchestra’s website using a special code. Orchestra members are encouraged to help by posting concert flyers in local stores, workplaces, churches, senior centers, schools, etc. Oftentimes churches and/or local senior centers will run announcements about upcoming concerts in its bulletin. Contact the Marketing Manager ([marketing@aurorasymphony.org](mailto:marketing@aurorasymphony.org)) for more information.

## **Monetary Donations**

The ASO is a non-profit organization funded by ticket sales, private donations, and grants. In order to continue providing the community and our musicians with quality symphonic performances, we would like to encourage each musician to make an annual, tax-deductible contribution to the ASO. The Aurora Symphony Orchestra tax identification number is 84-1361515 and donations can be sent to ASO Treasurer, P.O. Box 441481, Aurora, CO 80044, or given to one of the musician board members during rehearsals. Check with your company about making a corporate donation. Find out if they have a grant program, or matching gift program and get the application paperwork and deadline information from the program.

## **Your Commitment as a Volunteer**

A community orchestra like the ASO requires the help and talent of many volunteers, from those who play on stage to those who work behind the scenes. While we are deeply grateful to all of our volunteers, we feel that we must define what is expected of a volunteer for the purpose of maintaining the quality of music, keeping business integrity, and meeting the expectations of our audience. If a person volunteers for a position or task within the orchestra and is accepted, the individual will be expected to fulfill all the requirements of that position or task. Requirements associated with a position or task are not voluntary. In the case of a player, if a musician is invited to become a member of the ASO, that membership is voluntary. However, once membership is accepted, expectations associated with membership are not voluntary, including rehearsal and concert attendance, and other expectations as outlined in this manual. People who volunteer to perform specific tasks for the ASO are expected to complete those tasks in a timely manner. In short, while we need volunteers, we need volunteers that can be relied upon to accomplish the service for which they have made themselves available.

## **Code of Conduct**

Professional attitude and behavior is expected of all personnel. At rehearsals, musicians are to be seated/warmed up, and ready for tuning at 7:00 p.m. It is expected that during rehearsals, musicians will not become a distraction by excessive talking or individual rehearsing. Once the Music Director has ceased conducting, the orchestra is silent. Cell phones must be put on silent mode or turned off prior to the start of rehearsals, cell phone use and texting during rehearsals is not allowed. It is important to maintain a professional attitude and show respect for the Music Director and other orchestra members. Suggestions or comments should be withheld during rehearsals then shared with the Section Leader/Principal during break or after rehearsal. Players are expected to be familiar with rehearsal and performance schedules. These are posted in the Musician's Portal at [aurorasymphony.org](http://aurorasymphony.org).

## **Musical Preparation**

Orchestra musicians are expected to attend rehearsals as stated earlier and put in practice time at home to adequately prepare for concerts. A minimum of five hours of practice each week outside of rehearsals and concerts is suggested. Orchestral rehearsals are for ensemble work and not for individual practice. Questions about musical passages should be directed to Principals and/or to the Music Director before or after rehearsals or during the 10-minute rehearsal breaks. Musicians who demonstrate inadequate preparation for a concert may be asked to re-audition, or may be replaced by a substitute musician, as determined by the Music Director in consultation with the section principals and Personnel Manager.

## **Grievance Procedure**

Should you have a grievance, please talk to your Section Principal. If the grievance cannot be resolved by talking to your Section Principal, your grievance should be submitted in writing to the Personnel Manager. The Personnel Manager will bring the grievance to a staff meeting for consideration in a timely manner.

## **Concerts**

Orchestra personnel are expected to show up for concerts in appropriate dress, as described below, and with adequate time to warm up as recommended by the Music Director. Cell phone use or texting on stage during concert performances is never allowed.

## **Concert Dress**

It is expected that personnel exhibit good taste and wear appropriate attire for concerts. The Aurora Symphony Orchestra is a non-perfume nor aftershave orchestra. Concert dress, unless otherwise stated, is:

- Men – black long sleeve, button-down dress shirt, black dress slacks, black shoes and socks, colorful tie.
- Women – black, dressy  $\frac{3}{4}$  length or long-sleeved top with long black skirt (at least mid-calf), or long black pants, black hose, and black shoes, an optional splash of color (accessory).
- Variations in concert attire will be announced at rehearsals in advance

## **Concert Tickets**

To purchase concert tickets, please visit our website at [www.aurorasymphony.org](http://www.aurorasymphony.org). Tickets are available at the door before each concert as well. Each orchestra member may receive up to two half-price adult discounted tickets using a special code through the orchestra's webpage.

## **Concert & Rehearsal Locations**

The orchestra's location for the masterworks series is the Aurora Fox Arts Center. The Nutcracker ballet performances are at the Robert L. Troutman Theater of the Aurora Central High School. Family concerts will take place at the Hangar of the Stanley Marketplace and the annual concert in the City of Brighton is at the Armory Performing Arts Center. Rehearsals will take place at the Aurora Central Library. Concert and dress rehearsal locations will be included in the season schedule and any changes that may arise will be announced in advance during rehearsals and/or listed on the website.

## **Concert Recording**

All concerts performed by the ASO are subject to audio and video recording. The ASO may photograph, televise, and videotape the performances or rehearsals in conjunction with activities associated with the Aurora Symphony Orchestra for program image advertising in a non-commercial use, including but not limited to promotion, the broadcast and/or news coverage of Aurora Symphony Orchestra activities. Orchestra personnel, by performing with the orchestra, understand and consent to regular audio and visual recordings of performances.

## **Release of Liability**

In exchange for the opportunity to participate in the Aurora Symphony Orchestra, musicians forever release and discharge the Aurora Symphony Orchestra, and each of its affiliates and respective board members, staff, employees, agents and volunteers from any and all claims, actions, expenses, liabilities, or damages of any nature whatsoever, including costs and attorney's fees, arising out of any personal injury, or any loss or damage to property, in any way resulting from or otherwise relating to the participation as a performer in the Aurora Symphony Orchestra.

## **Automobile Use Liability Release & Insurance**

The Aurora Symphony Orchestra shall not require that any musician, volunteer, staff or board member transport any other individual to rehearsals, concerts, meetings or events related to the ASO. Any joint travel among individuals is on an entirely voluntary basis and any individuals that choose to travel together are doing so at their own election.

Any person that is providing a vehicle to transport Aurora Symphony Orchestra equipment shall provide proof of automobile insurance. This transport service shall be provided as an in-kind contribution and is not for hire. Any person considering using his/her vehicle in connection with volunteer work or transportation of orchestra equipment is responsible for contacting their personal auto insurance provider for regulations regarding the use of their vehicle for these purposes. These individuals shall agree that the Aurora Symphony Orchestra does not provide vehicle insurance or liability coverage for individuals using vehicles to transport equipment.

## **Volunteer Opportunities**

- Board of Directors – The Board of Directors includes a minimum of three musician representatives and 2-18 non-musician members each season. Terms as a board member for non-musicians are for two years. Musician representatives are elected by the entire orchestra membership and affirmed by the Board. Contact the Board Chair for more information.
- Orchestra Committees – Individuals may serve on any of the following orchestra committees listed below. It is not necessary to be a board member to serve. These committees may include positions in marketing, logistics, as well as assistance with educational and special concerts. Contact the Music Director for more information.
  - OPERATIONS: Volunteers assist in the general day to day operations of the orchestra, including: Webmaster, Historian, Photographer, Mailing List, Outgoing/Incoming Mail, Audience Development, Chamber of Commerce Outreach, School Outreach. Contact the Operations Manager for more information. Additional concert specific volunteers are needed for various tasks.
  - FACILITIES: Set up and tear down for rehearsals and concerts as needed. Move equipment to other concert or rehearsal venues. Need to be able to lift equipment and carry items. Contact the Stage Manager or Equipment Manager for more information.

- CONCERT DAY PREPARATION (non-musicians): Hand out programs, ushering, monitor ASO donation/information table, tickets sales, serve refreshments (when applicable), take tickets. Volunteers are also welcome and encouraged to donate refreshments. Contact the Board Chair for more information.
- FAMILY CONCERTS: Prepare educational booklets and materials, stagehands, and costume procurement as needed. Contact the Operations Manager and/or the Music Director for more information.
- MUSIC LIBRARY: Transport cart to rehearsals and concerts. Distribute music for musicians at the first rehearsal and collect after concerts. Contact the Music Librarian for more information.
- PERSONNEL: Volunteers help to recruit new musicians, find substitute musicians, and assist collaborative/guest musicians and soloists. Contact the Personnel Manager for more information.
- MARKETING: Assist with mailings, production and distribution of flyers, brochures and programs, advertising, social media, online calendars, and other publicity functions. Contact the Marketing Manager for more information.

## AURORA SYMPHONY ORCHESTRA CONTACT DIRECTORY ORCHESTRA BOARD & STAFF

### STAFF

<b>Music Director</b>	Norman Gamboa
Phone	(785) 383-7211
Email	conductor@aurorasymphony.org
<b>Executive Director</b>	Kathy O'Halloran
Phone	
Email	exdir@aurorasymphony.org
<b>Operations Manager / Librarian</b>	Sylvia Bowen
Phone	(303) 979-6310
Email	sylvia.a.bowen@gmail.com
<b>Stage Manager</b>	VACANT
Phone	
Email	
<b>Equipment Manager</b>	Kurt Harris
Phone	(720) 841-2526
Email	kurtharris@comcast.net
<b>Personnel Manager</b>	David Claiborne
Phone	(303) 887-7824
Email	personnel@aurorasymphony.org
<b>Marketing Manager</b>	Brad Furlow
Phone	(720) 748-1132
Email	marketing@aurorasymphony.org
<b>Staff Secretary</b>	VACANT
Phone	
Email	
<b>Box Office Manager</b>	VACANT
Phone	
Email	boxoffice@aurorasymphony.org

### BOARD OF DIRECTORS

<b>Chair</b>	Karlotta Davis (musician)
Phone	(303) 718-7256
Email	daviskarlotta@gmail.com
<b>Treasurer</b>	Diane Rothers (community member)
Phone	(303)898-6058
Email	treasurer@aurorasymphony.org
<b>Musician Board Members</b>	Mike Kachline
	Brad Furlow
	VACANT
<b>Community Board Members</b>	Jamie Laduke
	Kelyn Lanier
	Greg Hopkins
	Midori Clark