



## **Membership Policy Handbook**

### **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.

## **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 Artistic 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 Artistic Director at any time throughout the season. Auditions into sections that are considered 'full' will be for substitute listing only. Musicians on 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 Artistic Director. For the auditions, the Personnel Manager in consultation with the Artistic Director will appoint an audition committee that will evaluate the performance of the musician. The Artistic Director compiles the opinions and ratings of the audition committee and from that information new membership will be either granted or denied. The Artistic 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.

## **Concertmistress/master and Section Principals**

The Concertmistress/master and section principals will be selected and appointed by audition. Audition requirements will be determined by the Artistic Director. Principals are responsible for 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 and when. This schedule is published on the website under the musician 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 Artistic 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.

## **Attendance**

Orchestra members are expected to attend ALL 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 Artistic Director and Personnel Manager will review attendance regularly and take action where attendance has been lacking. **Tardiness is disrespectful to the Artistic Director and all orchestra members.**

## **Absences**

Absences for rehearsals must be reported at least 24 hours in advance to both the Personnel Manager and the Artistic 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 will be asked into a review meeting with the Personnel Manager and the Artistic 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 Artistic 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, [www.aurorasymphony.org](http://www.aurorasymphony.org). There is no password needed to access the information on the internal page.

## **Community Outreach**

All orchestra members are strongly encouraged to participate in this endeavor by being **ambassadors for the orchestra**. Encourage friends, family, coworkers, and neighbors to purchase tickets and attend concerts. 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 an announcement about an upcoming concert in their bulletin. Contact the Marketing Manager for more information. Setting up a chamber group to perform outreach activities at GlobalFest and other community events is an excellent opportunity to promote the mission of ASO.

## **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 or made online at [AuroraSymphony.org/giving](http://AuroraSymphony.org/giving). 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 (rehearsal and concert attendance). If a person volunteers to perform a specific task for the ASO, s/he is expected to complete that task 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.**

## Volunteer Opportunities

- Board of Directors – The Board of Directors includes a minimum of three musician representatives and 1-10 non-musician members/community 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 – Musicians may volunteer to perform any of the tasks below.
  - **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 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.
  - **PERSONNEL:** Volunteers help to recruit new musicians, find substitute musicians, and assist collaborative/guest musicians and soloists. Contact the Personnel Manager for more information.

## **Code of Conduct**

Professional attitude and behavior are 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 Artistic 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 respect the Artistic 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 which are located 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. Orchestral rehearsals are for ensemble work and not for individual practice. Questions about musical passages should be directed to Principals and/or to the Artistic Director before or after rehearsals or during the 10-minute rehearsal breaks.

## **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 in adequate time to warm up as recommended by the Artistic Director. Cell phone use 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. Individual concert dress should not be distracting from the mission of the orchestra. Concert dress, unless otherwise stated, is all black, for the top, bottom, or dress with black dress shoes.

## **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 will receive up to two half-price adult discounted tickets using a special code through the orchestra's webpage.

## **Concert & Dress Rehearsal Locations**

Please check the website for concert and dress rehearsal locations.

## **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 the regular recordings of performances.

## **Opportunity to Solo with the ASO**

If an orchestra member wishes to audition for a solo part with the ASO, the member will audition for this role one year in advance with the Artistic Director. If selected, the member will be eligible to solo in the next 1-2 years. Repertoire for the upcoming season is usually decided upon by December.

## **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.

Revised: September 9, 2023