Eastman School of Music
Department of Conducting and Ensembles

Guidelines for Ensemble Participation, 16-17

[Instrumental Version]
(Revised 8/10/16)

Conducting Faculty:
Benton Hess  Brad Lubman
Mark Scatterday  Neil Varon
William Weinert

DMA Conducting Assistants:
Garrett Wellenstein, Michael Wheatley, orchestras
Kevin Holzman, Eric Laprade, wind ensembles
Miles Canaday, Ben Johns, choral
Edo Frenkel, Mark Powell, Musica Nova

MM Conducting Assistants:
Samuel Pang, orchestras

Staff:
Sheryle Charles, Department Secretary
Katharine Zager, Ensemble Librarian and Operations Manager

Department Office Hours:
9:30-5:30 M-F

Means of Communication

1) Conducting and Ensembles website links:
   http://www.esm.rochester.edu/ensembles/
   http://www.esm.rochester.edu/ensembles/concerts/
   http://www.esm.rochester.edu/ensembles/guidelines/
   http://www.esm.rochester.edu/ensembles/rehearsals/

   **Changes to the Rehearsal schedule may be made on the day of a rehearsal –
   Check the website DAILY**

   Faculty and staff email and office address & phone:
   Benton Hess, ESM 303  Bhess@esm.rochester.edu  274-1505
   Brad Lubman, A608  Bradlubman@me.com  274-1443
   Musica Nova
   Mark Scatterday, EEW 312  mscatterday@esm.rochester.edu  274-1156
   wind ensembles
   Neil Varon, OSL 104  nvaron@esm.rochester.edu  274-1442/
   orchestral ensembles  274-1440
   William Weinert, A606  wweinert@esm.rochester.edu  274-1444
   choral ensembles
   Sheryle Charles, OSL 201  scharles@esm.rochester.edu  274-1440
   Katharine Zager, OSL 201  kzager@esm.rochester.edu  274-1447

2) Information Boards:
   Daily schedules and current assignments are posted on bulletin board to the right of the information booth
   by the mailboxes AND outside the Conducting and Ensembles Office/Ensemble Library (Room OSL 201)
   ****CHECK DAILY FOR POSSIBLE CHANGES IN REHEARSAL ORDER OR LOCATION****
Rehearsal / Concert calendar is posted outside OSL 201 as well as on the bulletin board to the right of the information booth. It can also be found at this link:

http://www.esm.rochester.edu/ensembles/concerts/

3) Email: A student’s University assigned student email account is the Eastman School of Music’s official means of communication. Students are responsible for all information sent to them via their University of Rochester email account.

Auditions

Auditions for ensembles are required for ALL String students only --

- Graduate string students in their first year of the Masters program are expected to audition in the Fall of their first year at Eastman. (Graduate students at the Masters level MUST participate in ensembles during their first two semesters of study).
- The primary string auditions are held in the fall before the school year begins. A second audition may be held in December for those students who wish it in conjunction with the Music Director of Philharmonia.
- Auditions consist of designated excerpts and a two minute portion of a standard work of student’s choice and will be held behind a screen.
- Wind, Brass, Percussion and Harp students’ ensemble assignments are determined by the studio faculty. Some studios hold auditions.
- Students interested in playing in Musica Nova should contact Brad Lubman.

Seating Assignments

- **Strings**: determined through audition as well as past performance in orchestra in terms of discipline, preparation, and general attitude; seating is posted on Lowry Hall Ensemble board and Conducting and Ensembles/Ensemble Library board. String seating is rotated per concert.
- **Wind/Brass/Percussion/Harp**: determined within the studios based on instrumentation requirements. Posted on Lowry Hall board and Conducting and Ensembles/Ensemble Library board and rotated per concert.

**Ensemble Library, Room OSL 201, 274-1620**

Katharine Zager, Ensemble Librarian and Operations Manager (274-1447)
Donna Iannapollo, Library Assistant
Mary Mowers, Ensemble Assistant
Catherine Siniscalco, Choral Library Assistant (part-time)
Leslie Phillips, Library Assistant (part-time)

**Music Folder Pick-up:**

Music folders must be picked up in the Ensemble Library. Music is checked out for each concert cycle and left in the drop box following each concert. Principal players may pick up parts throughout the semester, depending on availability. **Practice parts** will be available at the C & E website, accessed through this link: http://www.esm.rochester.edu/ensembles/practice_parts (password: 2011ensembles)

String students will receive one folder per stand. Those sitting on the inside are responsible for acquiring a practice part (on-line or through the Ensemble Library before the beginning of a rehearsal cycle).

Each Wind/Brass/Percussion/Harp student will receive all assigned parts for current concert in one folder.

Students are responsible for all assigned music. Duplicate parts are **NOT** always available. **Cost of lost or damaged parts will be charged to student’s term bill at the end of the school year.**
Rehearsals:

ESSO, EWO and Musica Nova rehearse MWF 1:45-3:25
PHIL/PCO and EWE rehearse MWF 3:45-5:25

- Location of rehearsals per week are posted on web, the Lowry Hall board and Conducting and Ensembles/Ensemble Library board (OSL 201) [www.esm.rochester.edu/ensembles/rehearsals/](http://www.esm.rochester.edu/ensembles/rehearsals/)
- Students ARE REQUIRED to arrive NO LATER THAN 10 minutes prior to start of their rehearsal
- All students must check-in with Attendance Assistant prior to rehearsal
- Assistants will always be stationed near entrance to rehearsal space
- Any student not in seat when tuning begins will be considered LATE
- Professional behavior dictates that ALL CELL PHONES must be turned off upon entering the rehearsal space and must REMAIN OFF for the duration of the rehearsal.

Concerts:

- **CALL for all concerts is 30 minutes prior to concert start – this applies to ALL performers
- All students must check in with Attendance Assistant upon arrival
- Performers playing in the second half of a concert may NOT leave the backstage area during Intermission. (standard Intermission is 10 minutes)

Concert Dress:

- **Women**: Black ankle-length dress with long sleeves and modest neckline, or long skirt or dress slacks with long-sleeved blouse or shirt with modest neckline will be accepted concert dress. Black stockings and black low-heeled dress shoes are also required.
  
  *(Please avoid open-toed shoes)*
- **Men**: Black tuxedo with tails, white vest, white bow tie, black shoes and socks.

Attendance: Absence reporting procedure and grading policy

Students participating in ensemble activities are required to attend every rehearsal and performance. Requests for absence from a rehearsal must be filed with the proper Eastman School of Music office, depending on the reason for absence.

If a student is required to be absent for professionally related reasons such as an audition or personal recital, the student must notify the Conducting and Ensembles Department, in writing, as least one week in advance of the absence. An excuse form can be found at this link: [http://www.esm.rochester.edu/ensembles/guidelines/](http://www.esm.rochester.edu/ensembles/guidelines/) The form should be filled out and turned in to the Ensembles Office in paper form. Any relevant documentation regarding the details of the professional opportunity or recital must be attached to the absence form. **ABSENCES DURING THE LAST THREE REHEARSALS (INCLUDING DRESS) OF A CONCERT CYCLE WILL NOT BE EXCUSED.** Please note that if a performer misses a dress rehearsal they MAY NOT play the concert.

Extended Absence due to illness, or of a personal nature, should be cleared with the Office of Academic Affairs (located in 110 ESM). Requests made for reasons of personal injury must be made first to University Health Services (UHS). UHS will provide the student with an evaluation, individual treatment plan, and, if necessary, written short-term accommodations (Statement of Health). It will be the student’s
responsibility to give copies of the Statement of Health form to all relevant faculty (or, in the case of ensembles, Kathy Zager, the Ensemble Operations Manager.). For more information concerning short-term physical injury, visit the Academic Affairs website at http://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-illness-or-injury

It is the policy and practice of the University of Rochester to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact the Access Coordinator, Britt Semenow, to discuss your specific needs and the required accommodation. Resources and the coordination of reasonable accommodations are arranged through a collaborative process between you, your instructor(s) and the Access Coordinator. If you have a disability, please contact Britt at bsemenow@esm.rochester.edu and/or visit http://www.esm.rochester.edu/academic-affairs/disability-services-and-support-for-students/

When a student is ill or injured unexpectedly, the student should send an email message no later than 1 hour prior to the beginning of rehearsal to Ensembles@esm.rochester.edu. Please make provisions for your music to be at the missed rehearsal. Non-string players who must be absent from rehearsal must provide a reliable substitute to cover their assigned part. It is the absent student’s responsibility to provide the substitute with the proper music and time and location of the rehearsal AND to inform the Ensemble Operations Manager of the name and email of the substitute.

When a student is involved in more than one performing ensemble simultaneously (i.e. a jazz ensemble and a wind ensemble or orchestra), the ensemble with a current performance MUST take priority over the ensemble in the middle of the rehearsal mode. A sub must be provided for the missing part in the ensemble in rehearsal mode. In the event that there are multiple rhythm section players in the large ensembles (EJE,NJE or JLB), ALL must be present at ALL rehearsals and performances.

NO MORE THAN 4 SUBS will be allowed per semester and NO SUBS will be allowed during the last three rehearsals prior to a performance.

Timely reporting will help students avoid penalties due to absence from rehearsals or concerts. All absences or late arrivals, excused by a conductor or Ensemble Operations Manager, MUST be followed up with an email or hard copy explanation within one day of the absence or late arrival.

**Ensemble Grading Policy:**

1. Ensemble grades are based on attendance, attitude, and preparation. Students begin each semester with the grade of “A”. Students are required and expected to perform to the utmost of their ability, displaying a professional attitude in rehearsals and concerts. If a student has not sufficiently prepared the required music, this will be reflected in a lowered grade.

2. **Attendance component of grading system:**
   The ensemble grading scale will observe the following attendance guidelines:
   - Two unexcused late arrivals to rehearsal will result in one unexcused absence.
   - Excused absences will not be granted for dress rehearsals or concerts, with the exception of illness or family emergency. A missed dress rehearsal or concert will result in an incomplete or failure of the course.
   - **Substitutes will not be allowed** during the last three rehearsals (including Dress) prior to a performance

3. Grading scale is as follows:
   - 1 unexcused absence = B
   - 2 unexcused absences = C
   - 3 unexcused absences = D
   - 4 unexcused absences = F/INC

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