Eastman School of Music
Department of Conducting and Ensembles

GUIDELINES FOR ENSEMBLE PARTICIPATION Fall ’20 - Spring ’21
[Instrumental Version]
(Revised 8/27/20)

PLEASE NOTE: ALL CONCERTS WILL START AT 7:30 (CALL 7:00) UNLESS OTHERWISE NOTED

Department Office Hours (OSL 201):
9:30-5:00 Mon-Fri

Conducting Faculty:
Timothy Long, Opera; Brad Lubman, Musica Nova; Paul O’Dette, Collegium Musicum
Mark Davis Scatterday, Wind Ensembles; Neil Varon, Orchestras; William Weinert, Choral

Conducting Assistants:
Austin Chanu, Maurice Cohn, Matt Straw (Orchestras)
David Baker, Lindsay Bronnenkant (Wind Ensembles)
Gilbert Donohue, Anna Lenti, Eric Meincke, James Wolter (Choral)
Grant O’Brien, Georgia Mills (Musica Nova)

Staff:
Meredith Gangler, Ensemble Librarian and Operations Manager
Mary Mowers, Ensemble Assistant
Donna Iannapollo, Library Assistant
Andrea McGaugh, Choral Assistant

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/
   https://www.esm.rochester.edu/ensembles/rotations/

   **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:
Timothy Long, ESM 334  tlong@esm.rochester.edu  274-1505
opera productions
Brad Lubman, A608  bradlubman@me.com  274-1443
Musica Nova
Paul O’Dette, ESM 416  paulrodette@gmail.com  274-1446
Early Music
Mark Scattarday, EEW 312  mscatterday@esm.rochester.edu  274-1156
wind ensembles
Neil Varon, OSL 104  nvaron@esm.rochester.edu  274-1442/ 274-1440
orchestral ensembles
William Weinert, A606  wweinert@esm.rochester.edu  274-1444
choral ensembles
Meredith Gangler, OSL 201  mgangler@esm.rochester.edu  274-1447
Ensemble Library, OSL 201  ensembles@esm.rochester.edu  274-1620
2) Information Boards and website:
• Daily schedules and current assignments are posted on bulletin board to the right of the Welcome Center by the mailboxes AND outside the Conducting and Ensembles Office/Ensemble Library (Room OSL 201) Rehearsal schedule can also be found here: http://www.esm.rochester.edu/ensembles/rehearsals/****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 Welcome Center. It can also be found here: http://www.esm.rochester.edu/ensembles/concerts/

• 2020-2021 ACADEMIC YEAR: Please use the Ensemble website as the primary means of checking rehearsal information. Multiple students gathering around the bulletin boards is to be avoided.

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 Typically REQUIRED for String students who wish to be considered for a Principal position in one of the orchestras – In Fall 2019 ALL string students must audition either via video or in person

➢ Graduate string students at the Masters level MUST participate in ensembles during their first two semesters of study unless a deferment is approved by Graduate Office
➢ Auditions for Principal positions are held in the fall during the first week of class.
➢ 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. Possible callbacks will be done without a screen.
➢ Wind, Brass, Percussion and Harp students’ ensemble assignments are determined by the studio faculty based on instrumentation needs. Some studios hold auditions.
➢ Students interested in playing in Musica Nova should contact Brad Lubman.

• 2020-2021 Academic year: Auditions for principal string positions have been suspended. Assignments will be determined at the discretion of the conductor, in consultation with string faculty.

**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, Conducting and Ensembles/Ensemble Library board, and posted on https://www.esm.rochester.edu/ensembles/rotations/. String seating is rotated per concert cycle.
➢ Wind/Brass/Percussion/Harp: determined within the studios based on instrumentation requirements. Posted on Lowry Hall board, Conducting and Ensembles/Ensemble Library board, and posted on https://www.esm.rochester.edu/ensembles/rotations/. Assignments are rotated per concert.

• 2020-2021 ACADEMIC YEAR: Please use the Ensemble website as the primary means of checking assignment information. Multiple students gathering around the bulletin boards is to be avoided.
Music Folder Pick-up *(Policies/Procedures are updated for 2020-21 Academic Year)*

- Parts will be available in advance of rehearsals in a digital format on the ensembles website
- Music folders with original parts will be distributed at the first rehearsal for a given cycle. If you are not attending the first rehearsal, your folder can be picked up at the Ensemble Library.
- Music is checked out for each concert cycle and left in the drop box following each concert.
- After a music folder is picked up, students are responsible for bringing parts to all rehearsals/concerts.
- **Digital parts** will be available on the ensemble website, accessed through this link: [http://www.esm.rochester.edu/ensembles/practice_parts](http://www.esm.rochester.edu/ensembles/practice_parts). Passwords for section part access will be made available by request.
  - All students must follow instructions related to responsible use of digital music under copyright. Digital parts under copyright are for individual performance use only – the files cannot be shared with others. Digital files must be deleted after the performance, and any printed copies created returned to the Ensemble Library or destroyed. Due to licensing restrictions, some music under copyright may not be available in a digital format.
- String students will receive one folder per stand. Those sitting on the inside are responsible for acquiring a practice copy (on-line or through the Ensemble Library before the beginning of a rehearsal cycle). *(2020-2021 Academic Year: String players will likely be seated without stand partners, so all orchestra members will be responsible for a stand folder)*
- 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 1:30-3:30  
PHIL/PCO and EWE rehearse MWF 3:30-6:00

- Location of rehearsals per week are posted on the Ensemble website, 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.
- Students may not leave in the midst of a rehearsal unless there is an emergency

**2020-2021 ACADEMIC YEAR:** Please use the Ensemble website as the primary means of checking rehearsal information. Multiple students gathering around the bulletin boards is to be avoided.

Concerts:

- **CALL** for all concerts is 30 minutes prior to concert start – this applies to **ALL** performers [REMINDER THAT ALL CONCERTS, UNLESS OTHERWISE NOTED WILL BEGIN AT 7:30 (call AT 7:00)]
- All students must check in with **Attendance Assistant** upon arrival
**Concert Dress:**

- 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*)

  - OR -

- Black tuxedo with tails, white vest, white bow tie, black shoes and socks.

**Health and Public Safety Guidelines and Expectations: 2020-2021 Academic Year**

- All breaks during rehearsals are required to last at least 30 minutes. During this time, all individuals must leave the rehearsal space, in order to facilitate air exchange in the room.
- Students should minimize personal belongings brought into the rehearsal space, so that entrance and exit to the rehearsal space can be accomplished quickly.
- Masks must be worn at all times during rehearsals. Wind players can wear masks with a slit that allows for contact with their instrument.
- Brass players must empty condensation into a container, so that condensation is not emptied directly onto the floor.
- Wind and brass players are required to use bell covers.
- Chairs and stands will be carefully placed to comply with required distancing between players. Students should be careful about adjusting their chair/stand.

**Attendance: Absence reporting procedure and grading policy**

Students participating in Eastman ensembles are required to attend every rehearsal and performance for which they are assigned. Students are expected to be available for all concert cycles. Requests for excused absences will be considered on a case-by-case basis, not guaranteed. Requests for absence from a rehearsal must be filed with the Conducting and Ensembles Department, along with other Eastman School of Music offices when appropriate, depending on the reason for absence.

If a student needs to request an excused absence for *professional* reasons such as an audition, the student must notify the Conducting and Ensembles Department, in writing, as least 3 weeks in advance of the proposed absence (More advanced notice is always welcome!!!!) An excused absence 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 returned by email (ensembles@esm.rochester.edu or mgangler@esm.rochester.edu) or in-person. 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.

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. If a student expects to miss more than one rehearsal during a cycle for health reasons, a doctor’s note must be provided.
Whether an absence is for professional or last-minute health reasons, students must make provisions for music to be at the missed rehearsal. **All players (including strings)** 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 time and location of the rehearsal **AND** to inform the Ensemble Operations Manager (Meredith Gangler) of the name and email of the substitute.

- **2020-2021:** If a substitute player is filling in for a rehearsal, extra music should be picked up at the Ensemble Library, or downloaded from the website. Individual parts cannot be shared by multiple players.

Extended absence due to injury must be documented by University Health Services (UHS) and the Eastman Office of Academic Affairs (located in 110 ESM). Absence/accommodation requests made for reasons of personal injury must be made to University Health Services (UHS) (do also notify the C & E department). UHS will provide the student with an evaluation, individual treatment plan, and, if necessary, written short-term accommodations (Statement of Health). It is the student’s responsibility to give copies of the Statement of Health form directly to the Office of Academic Affairs. Upon receipt of the Statement of Health form, the Office of Academic Affairs will notify all relevant faculty and Meredith Gangler, the Ensemble Operations Manager.

- For more information concerning short-term physical injury, visit the Academic Affairs website at [https://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-injury-or-illness/](https://www.esm.rochester.edu/academic-affairs/esmstudents/short-term-injury-or-illness/)

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 the most pending performance **MUST** take priority over the ensemble in the middle of the rehearsal mode. A substitute player 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 2 SUBS** will be allowed per semester and **NO SUBS** will be allowed during the last three rehearsals prior to a performance. The number of excused absences per semester will be limited to 2, unless a student is excused for an extended period.

Timely reporting will help students avoid penalties due to absence from rehearsals or concerts. **All unplanned absences or late arrivals, to be considered for an excused absence 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.**

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**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, unless the absence is documented and approved.
   - **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 = E/INC
Disability Accommodations Policy:
Our school is committed to fostering a welcoming, encouraging, and empowering environment for students with disabilities. Students with disabilities have the responsibility of contacting the Access Coordinator as soon as possible after they have filed their intent to enroll. To schedule a meeting with the access coordinator, call (585) 274-1165, email b semenow@esm.rochester.edu, and/or visit https://www.esm.rochester.edu/academic-affairs/2018/03/resources-for-students/

It is a personal decision to disclose the existence of a disability and to request an accommodation – a decision not to disclose will be respected. While we cannot make accommodations retroactively (for example, allowing a student to repeat a test with new accommodation), we encourage you to begin the documentation process at any time during the semester.

Academic Integrity:
Your enrollment in Eastman Large Ensembles, and your receipt of these guidelines, indicates that you accept these policies and agree to abide by them.

It is your responsibility to be familiar with the Eastman School of Music’s Academic Integrity Policy. Violations of the policy are serious and will be immediately referred to the Office of Academic Affairs. You can read the full Academic Integrity policy here: http://www.esm.rochester.edu/registrar/policy/03-00/

Sexual Misconduct Reporting:
All members of the University community have the right to learn and work in a safe environment free from all forms of harassment, including harassment on the basis of sex or gender. Students who have been subjected to sexual harassment, including sexual assault, dating/domestic violence, or stalking, have the right to receive academic, housing, transportation, or other accommodations, to receive counseling and health services, and to make a report about such behavior to the University and to law enforcement. For more information please visit www.rochester.edu/sexualmisconduct.