

## **Nova Musica Community Orchestra**

# ***Member's Handbook***

**2022-2023**

### **The Mission and Goals of Nova Musica**

Nova Musica Community Orchestra Society is an adult amateur orchestra dedicated to performing orchestral music, primarily classical in nature. It is a non-profit charitable organization valuing inclusive, community participation, and exists to:

- Provide opportunities for adult amateur musicians in the greater Edmonton area to improve as musicians by rehearsing and performing full orchestral musical scores;
- Perform music for the general public in the form of goodwill concerts and charitable fundraisers;
- Retain a Conductor/Music Director with professional training who can lead the artistic operation of the group and facilitate the musical improvement of the members.

### **General Information**

Nova Musica rehearses weekly Tuesday nights from 7:30-9:15 pm at Crestwood Community Hall 14325 96 Ave Edmonton. The season runs from September to early-June and there are two primary concert periods: late November/early-mid-December and late- May/early-June. Additional concerts may be added during the year. Concerts are held on Tuesday nights when possible to facilitate scheduling for members.

### **Membership**

Nova Musica has an open membership and does not require auditions. The type of music played by Nova Musica generally requires an intermediate skill level of playing. Prospective new members are invited to play in up to three rehearsals prior to paying fees to see if the group and level of the repertoire is appropriate for them. Please see the "Vacancies" and "Filling a Vacancy" sections below for more information.

### **Fees**

Membership fees are due by the end of October (or after 3 tryout rehearsals). These fees are essential to the operation of the orchestra. Fees for the 2022-23 season are as follows:

Adult: \$230.00

Student: \$115.00

Payments may be made preferably by e-transfer to [contact@novamusica.org](mailto:contact@novamusica.org) or by cheque to Nova Musica Society. Fees may be paid on a half-year basis \$115 or \$65 (student). Any other arrangements must be discussed with the Board. Members who join mid-season may have their fees prorated.

### **Rehearsals and Attendance**

Members are asked to attend rehearsals on a regular basis. Non-attendance significantly affects the productivity, usefulness and enjoyment of both rehearsals and concerts for all. Personal circumstances may prevent one from attending a specific rehearsal, and we are fully understanding; however, participation in regularly scheduled Nova Musica rehearsals and concerts must be a priority in personal scheduling for all members.

In the case of a known absence, please inform the Conductor/Music Director and your other Section members via email, phone, or in person. Members are encouraged to approach the Conductor/Music Director during the break, before or after the rehearsal, or anytime by email regarding questions/concerns of a musical nature or any concerns the Conductor/Music Director can assist with.

### **Rehearsal Expectations and Etiquette**

- Downbeat begins promptly at 7:30 pm. If you arrive late, please quietly enter the rehearsal space, set up and join in at the earliest opportunity.
- Musicians are required to bring their own instruments and music stands.
- All members are expected to act in a respectful and professional manner. This is generally defined as conduct befitting a team member in a community-based orchestra devoted to musical improvement.
- To avoid distracting others, please keep chit-chat to a minimum and avoid the use of electronic devices such as cell phones except during the break.
- Rehearsals are intended to be for ensemble playing and moving the pieces ahead musically as an orchestra, so you are encouraged to be prepared before arriving at rehearsal (e.g., notes, time signatures, key signatures, page turns and fingerings should be sorted out prior to rehearsal). The key to success is bringing a valuable part of your musical skill to the orchestra. As such, we encourage musicians to practice the repertoire outside of the weekly rehearsal to an appreciable proficiency by the time of the concert. This may involve listening to recordings, consulting the full score, and transposing your part to the correct key for your instrument. There is an expectation that orchestra members will practice their parts between rehearsals to learn the music to the best of their ability and thus fully contribute to the musical enjoyment and progress of the orchestra as well as themselves.

### **Seating and Parts Assignment**

Nova Musica members work together within a Section and with the Conductor/Musical Director to assign musical parts (e.g. Violin I and Violin II) that meets the mission and goals of the group while recognizing individual skill levels. Parts in the winds and brass are shared through mutual agreement within the sections and with the direction of the Conductor/Musical Director as required.

### **Sheet Music**

Most of the sheet music played by Nova Musica is now available through online links to public domain scores. Members will be required to print their own music and bring it to rehearsal. Arrangements can be made with the Board if it

is impossible for a member to print their own part. In some cases Nova Musica will provide pieces of repertoire from its own library collection or from rental agencies. These scores must be returned to Nova Musica in the condition in which they were received.

### **Performance Expectations and Etiquette**

- We ask that all members play at all concerts. If a scheduling conflict arises, the member must at the earliest instance notify the Conductor/Musical Director and members of his/her Section so that a suitable substitute player can be contacted. If a member misses a number of rehearsals in advance of a particular performance, their participation in that performance will be determined by the Conductor/Music Director, in consultation with the Board, to provide for the best interests of the group as a whole.
- Concert dress is "formal black" (unless otherwise adapted by the Conductor/Musical Director as warranted by the venue):
  - For men: black dress pants, black jacket, and white or black shirt
  - For women: black dress or black pants and black top with sleeves
- Please arrive on or before the call time announced for each specific concert to allow adequate time for setup, tuning, and any last minute instructions.
- During the concert there should be very limited talking between members, and all electronic devices should be fully powered off or in airplane mode, to avoid distraction to the orchestra, Conductor/Musical Director, and the audience.
- During the performance members should generally conduct their attention to the Conductor/Musical Director. During a solo members should conduct their attention to the soloist. During applause members should continue to face the audience, and refrain from moving their instruments or gathering their music until the applause has stopped.

### **Vacancies**

Due to the nature of orchestral music, the wind and percussion openings are limited and are generally deemed "full" by the Conductor/Music Director, and are usually limited to two players per instrument. "Substitutes" for concerts due to absences or required instrumentation may be called for by the Conductor/Music Director. Openings for strings are flexible, and new additions will be considered to allow for a balance among sections. Vacancies are posted on the Nova Musica website and Facebook page.

### **Filling a Vacancy**

Where a vacancy exists, any potential new member should be brought to the attention of the Conductor/Music Director to decide whether or not to invite the person to come to a rehearsal(s). If the prospective musician wishes to join after "sitting in", they will become a member upon payment of dues.

### **Dissemination of Information**

Members are asked to fill out a registration form. The name, phone number and Email addresses of each member will be provided to all members in the form of a membership list. Please let a member of the Board know if there are any changes.

Important announcements will be relayed to the orchestra at rehearsal and also via our group mailing list. Please ensure you accept the invite and make sure that messages are not blocked by your spam filters (this often occurs with school addresses). It is essential that you are able to receive these messages, as this is the official form of communication between members.

To contact the whole group, send an email to [nova-musica@googlegroups.com](mailto:nova-musica@googlegroups.com). Note you must send from the address you are subscribed with, and please only send to the entire group if your message is applicable to the entire group.

Nova's website ([www.novamusica.org](http://www.novamusica.org)) is frequently updated with all concert, repertoire and inclement weather cancellations.

### **Specific Contacts**

Bill Dimmer (Conductor/Music Director) – [new2008music@gmail.com](mailto:new2008music@gmail.com)

Ann Murray (Principal Violin) - [annmurrayedm@hotmail.com](mailto:annmurrayedm@hotmail.com)

### **Specific Roles and Responsibilities**

#### **Conductor/Music Director** (as per his/her contract)

Recommend to the Board:

- musical objectives towards which he thinks the orchestra should move,
- a musical repertoire that he thinks the orchestra should adopt in order to achieve those objectives;
- Select and prepare for rehearsal all music to be performed by the orchestra;
- Conduct all rehearsals and performances of the orchestra (or provide a substitute);
- Prepare the orchestra for all performances.

As well as the above contractual obligations, the Conductor/Music Director shall endeavor to lead by purpose and example in a positive and collegial way to enhance the artistic development and enjoyment of Nova Musica by all. Suggestions for repertoire, venues etc. are always encouraged even though it may not be possible to always honour them due to logistical or economic limitations.

### **Nova Musica Board of Directors**

Nova Musica is governed by an elected Board of Directors with the following roles as outlined in the organization's bylaws:

#### President's Duties

The President shall preside at all meetings, shall ensure that the policies of the directors are communicated to the members, and shall supervise all matters, proceedings and concerns of the Society.

#### Membership Vice-president's Duties

The Membership Vice-President shall be responsible for developing and recommending policies for the purpose of attracting new members and retaining existing members. Specific duties will include developing registration forms and membership lists, responding to email inquiries, co-coordinating and distributing a New Member's package and introducing new members.

#### Ways and Means Vice-president's Duties

The Ways and Means Vice-President shall recommend and be responsible for carrying out ways and means of raising funds for the Society. Specific duties will include submitting grant applications and co-coordinating other funding efforts as needs arise.

#### Secretary's Duties

The Secretary shall conduct the correspondence of the Society, issue notices of meetings, and keep minutes of all meetings.

#### Treasurer's Duties

The Treasurer shall receive and manage the monies of the Society and keep financial records and books to accurately present at all times the financial condition of the Society. Duties will include depositing funds at the bank, disbursing funds as required, maintaining an account of all transactions.

### **Members at Large**

#### Concert Co-coordinator's Duties

The Concert Co-coordinator shall organize twice yearly performance opportunities, typically December and May/early June. Duties will include announcing concert dates early in the season, finding suitable venues for performances, typically two in December and two or three in May/June.

#### Web Master's Duties

The Web Master shall ensure the Nova Musica Website and Yahoo email group are kept up-to-date and will coordinate Nova Musica's various social media feeds.

## F.A.Q.

Q) Where do I get the music?

A) All the repertoire to be printed is listed on our website with links to IMSLP (a free public domain database). Please let us know if you have trouble printing your parts. Other non-public-domain scores will be distributed during rehearsal.

Q) Who do I give fees to?

R) Our Treasurer (ideally) or our President

Q) When do I give music back?

A) Generally, first rehearsal after Christmas break and at the final spring concert, as collected by our Librarian.

Q) I'm going to miss a rehearsal or concert. Who do I tell?

A) Please inform our Conductor/Music Director (Bill) and at least one other member of your section who you know will be attending.

Q) Where do I find recordings of the pieces?

A) Many pieces are online on YouTube or in the Naxos Music Library (there are many free subscription methods). The Edmonton Public Library also has many music CDs.

Q) The weather report looks bad. Is rehearsal cancelled?

A) If the evening temperature forecast as of Tuesday morning is below -25°C, rehearsal will be cancelled. Look for an announcement from the E-mail list or on the website.

Q) I have a suggestion for a concert. Who do I tell?

A) Please pass your suggestion along to our Conductor/Music Director (Bill)

Q) Does Nova Musica have any social events?

A) Some members usually go for beverages post-rehearsal every week. Other events are occasionally scheduled throughout the year.

*Please note: Nova Musica Society is governed by official Association Bylaws, as posted on the Society's website. In the event of a discrepancy between those Bylaws and this Member's Handbook the Bylaws will prevail.*