

**SYMPHONY OF THE MOUNTAINS
ORCHESTRA MUSICIANS' HANDBOOK**

All performers are required to read the Handbook and indicate agreement to the provisions of the Handbook by signing and returning the Acknowledgment of Receipt Form available on the SOTM website or at the Symphony of the Mountains office.

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EXHIBIT B

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1. DUTIES AND RESPONSIBILITIES OF MUSICIANS

A. SERVICE* REQUIREMENTS:

*A service is defined as an orchestra rehearsal or performance. The maximum service time will be 2.5 hours, including one 15-minute break. Should a service exceed 2.5 hours, musicians will be compensated for overtime in 15 minute increments based on 1.5 times their contracted service fee rate for a comparable increment of time.

Musicians are responsible for:

1. being fully prepared for each service;
2. notifying the Operations Manager 30 days in advance of any conflicts with rehearsal or performance dates;
3. notifying the Operations Manager of any changes in contact information as soon as they occur;
4. entering and exiting the concert hall through backstage doors and remaining in the backstage area during intermission during performances;
5. being in place, warmed up and ready to play when the tuning begins. The venue will be available for warm-up no less than 30 minutes prior to the start of a service. Failure to adhere to these service requirements may, in the discretion of the Music Director, result in a pay adjustment and/or in the dismissal of the player from the orchestra. Pay will be deducted at 5% of the service fee for every 5 minutes late.

B. ATTENDANCE.

Attendance at all services is mandatory unless excused no less than 30 days in advance by the Music Director. All requests for absences must be requested through the Operations Manager. In the event of an emergency, the Operations Manager must be notified prior to the beginning of the service. Failure to notify the Operations Manager of an absence may result in dismissal.

Orchestra members absent from a service are responsible for ensuring that the "stand part" (original, marked music) is brought to the Operations Manager prior to the service.

C. MUSIC POLICY:

Music will be distributed a minimum of two weeks prior to the first rehearsal. Local players should pick up their music in the Symphony of the Mountains ("SOTM") office.

Music will be sent to non-local players. Musicians must advise the Operations Manager of any needed copies, bowings, etc. at least one week prior to the first rehearsal. Musicians should have their music at each service (even if absent) and keep bowings and markings current

Musicians are to leave all concert music on their music stands following each performance. In the event music is not left on the music stand following a performance, it is the responsibility of the musicians to return all concert music by the second business day following the performance. Musicians will be responsible for the entire replacement cost of any music not returned in a timely manner. Further, musicians shall be charged for lost, damaged, or overmarked music.

D. DRESS:

Formal Orchestra:

Women: Elegant floor length black dress with long or 3/4 length sleeves, or long black skirt or black dress slacks with black blouse with long or 3/4 length sleeves; black dress shoes.

Men: Black tuxedo, white tux shirt, black cummerbund, black bow tie, black socks, black dress shoes.

Informal Orchestra:

Women: Elegant floor length black skirt or black dress slacks; white blouse with long or 3/4 length sleeves; black dress shoes.

Men: Black dress slacks, white long sleeve dress shirt; black socks, black dress shoes, no tie.

2. AUDITIONS, RESIGNATIONS, TERMINATIONS AND BENEFITS

AUDITIONS:

Participation in the orchestra is by audition only. When an opening occurs, auditions will be held. Audition announcements will be posted regionally and on the organization's web site. (www.symphonyofthemountains.org). SOTM will provide a list with the required excerpts.

Auditions will be conducted according to accepted standard industry guidelines for auditions. Auditions will be heard by the Music Director and audition committee. The candidate chosen shall be by majority vote of the committee, with the Music Director having the final approval or veto authority.

RESIGNATIONS:

Musicians will notify the Operations Manager in writing when they resign from the orchestra.

DISCIPLINARY PROCEDURES:

The following procedure will be followed in the event of a problem with a musician:

1. The Operations Manager will discuss the problem with the musician.
2. If the problem is not corrected, the Music Director will meet and attempt to solve the problem with the musician.
3. If, after these steps, the problem persists, the Music Director determines if immediate termination is necessary.
4. At any point in this process, a musician may be placed on probation by the Music Director in his or her discretion. If the Music Director decides to place the musician on probation, the musician must be given written notification that continued contract status is in jeopardy and be advised of improvements necessary for continued performance with the orchestra. With this notice, the musician will be placed on a probationary status for a length of time to be determined by the Music Director. If performance is not satisfactory at the end of this period, a termination notice will be given. The Music Director may extend or shorten the probationary period if, in his/her judgment, it is warranted.

The following are among, but not exclusively, grounds for termination:

1. Failure to maintain the musical standards of the orchestra.
2. Insubordination.
3. Insobriety or intoxication.
4. Inattention to professional duties and responsibilities or any other violation of SOTM policy set forth herein.

BENEFITS:

Each musician is entitled to one free ticket for the lowest price seats for each concert they play, except for certain collaborative and/or specially contracted concerts.

PAY SCALE HIERARCHY:

Concertmaster
Principal
Section Player
Undergraduate Student

3. **POLICIES**

A. DRUGS:

It is the goal of the organization to maintain a completely drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is strictly prohibited while representing SOTM or during any rehearsal or concert.

B. SMOKING

No smoking is permitted in the SOTM offices or rehearsal areas or in performance venues.

C. SEXUAL HARRASSMENT

Sexual harassment is prohibited by SOTM. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. SOTM encourages the highest professional conduct of all musicians. At the same time, SOTM does not intend to regulate the normal social interaction or relationships freely entered into by individuals.

Musicians who have questions or complaints about sexual harassment should discuss the situation with the Music Director.

4. **CONFLICT RESOLUTION**

In the orchestra, as anywhere, questions and misunderstandings may occur. If a musician has any complaint, he/she should bring it up and discuss it with the Operations Manager.

If a musician decides he/she has a conflict that has not or cannot be handled by discussion with the Operations Manager as set forth in the conflict resolution procedure below, he/she may wish to discuss the conflict with the Music Director.

A conflict resolution procedure has been developed by SOTM so that all contracted musicians may voice a formal, written complaint. If a musician should wish to lodge a formal, written complaint, the following procedure should be used: The musician should state in writing to the Music Director the facts of the situation and what he/she thinks should be done to resolve the conflict. The Music Director will discuss the matter with the musician and will give a response as promptly as possible.

If the Music Director's answer does not satisfy, the musician should notify the President or Vice President of the SOTM Board, in writing, in a sealed envelope, in care of the General Manager of the SOTM at the SOTM office of what has taken place to date so that the SOTM Executive Committee can review the matter.

NOTE: Nothing in the Musicians' Handbook is meant to change musicians' status as independent contractors in this non-union orchestra.

I, _____, have read and agree to abide by the Symphony of the Mountains orchestra musicians' handbook as long as I am contracted with Symphony of the Mountains.

Signed: _____

Date: _____