

Ottawa Pops Orchestra
Musician Policy
Updated July 31st 2019

1. About the Orchestra

- 1.1 The Ottawa Pops Orchestra is driven by three (3) pillars: Education, Opportunity, and Community. The Ottawa Pops Orchestra aims to: foster the next generation of musicians, redefine the orchestral experience, and create a sense of community in the Ottawa-Gatineau Region.
- 1.2 The Ottawa Pops Orchestra is defined under the Ontario Arts Council as a community orchestra, meaning that the organization has professional artistic leadership in the form of an Artistic Director, Music Director and a professional core of musicians, with a primarily volunteer membership making up the rest of the ensemble.

2. Purpose of this Document

- 2.1 This document is intended to clarify the requirements, roles and responsibilities of different groups of musicians within the Ottawa Pops Orchestra.

3. Definitions

- 3.1 For the purpose of this document, the following definitions apply:
- (i) Service refers to a pre-scheduled OPO activity that musicians are expected to participate in. This may include rehearsals, concerts or outreach activities.
 - (ii) Community Rehearsals refers to the weekly service that all Ottawa-Gatineau Region OPO musicians are required to participate in.
 - (iii) Personnel Manager refers to the individual hired by OPO Management who is responsible for overseeing all operational matters related to orchestra personnel.
 - (iv) Core Musicians refers to the musicians of the OPO that have a Master Agreement to govern their relationship with Orchestra Management.
 - (v) Resident Hired Musicians refers to musicians who reside within the Ottawa-Gatineau Region and are paid to perform at dress rehearsals and concerts of the OPO in a given season.
 - (vi) Imported Musicians refers to the musicians who perform on occasion with the OPO, to fill in parts that are missing or under-represented.

- (vii) Volunteer Core Musicians refers to the musicians who reside within the Ottawa-Gatineau Region and volunteer their time to perform in rehearsals and concerts of the OPO.
- (viii) Preparatory Volunteer Musicians and Students refers to the musicians who reside within the Ottawa-Gatineau Region who volunteer their time; or participating in the OPO to further their practical educational experience.
- (ix) Orchestral Development Bursary Recipients refers to the musicians under the age of 30 who have demonstrated advanced technical facility as awarded by the Audition Panel. They will receive remuneration based on the current OPO per service rate as a short-term contract worker. Budget permitting.

4. Joining the Ottawa Pops Orchestra

4.0.1 As the Ottawa-Gatineau music community grows, so does the talent pool of volunteer players who might want to participate with the OPO. It is vital that prospective new members have a clear idea of the process which they must follow in order to be a performing member of the ensemble. Regardless of the process(es) used, feedback will be given whenever possible to assist the player in their artistic development. This process will include a minimum of one of the following:

- (i) Audition
- (ii) Trial with orchestra

4.0.2 Although the OPO retains the ability to hire imported musicians to fill in parts that are missing or under-represented, the orchestra relies heavily on its volunteer core, whose efforts and dedication are greatly appreciated.

4.0.3 All musicians wishing to participate in the Ottawa Pops Orchestra, regardless of capacity, should contact the Personnel Manager with their intention and need to audition with the Artistic and Music Director before being considered.

4.1 Auditions

4.1.1 Musicians who wish to perform as a member of the Ottawa Pops Orchestra will be asked to demonstrate their technical facility, at the discretion of the Music Director or designate, in the form of an audition, before being offered a seat in the ensemble.

4.1.2 The purpose of the Audition is to determine the suitability of a performer for the orchestra, potential seating placement, and concert performances that are most appropriate to the candidate's skill level.

- 4.1.3 The Audition committee will consist of members of the Ottawa Pops Orchestra Artistic Team. Whenever possible, this committee will include section Principals of the instrument being auditioned, Music Director, or a designated representative. The Personnel Manager will sit in on all assessment committees as a silent, non voting capacity on behalf of OPO Management.
- 4.1.4 As a general guideline, community members who wish to join the OPO should be playing at a Royal Conservatory of Music Level 9 (or equivalent).
- 4.1.5 Candidates will be asked to perform a scale, 2 contrasting pieces demonstrating their technical facility and may be asked to perform 2-3 orchestral excerpts, and/or sight readings as chosen by the Artistic Team.
- 4.1.6 If the candidate is deemed to be unsuitable for the ensemble at the current time, the Personnel Manager can at the applicant's request collect feedback from the audition committee which will be conveyed to the candidate within 2 weeks of their audition. Feedback will provide information on how the candidate can improve their performance so that they may audition again in the following season.
- 4.1.7 Should a candidate be deemed to be suitable for the OPO in any capacity, the Personnel Manager will notify them to confirm repertoire, rehearsal schedule, compensation (if any) and additional arrangements.

4.2 Trial with Orchestra

- 4.2.1 A trial with orchestra allows the candidate to work directly with the other members of their instrument section to determine if they are at a suitable level to participate with the Ottawa Pops Orchestra.
- 4.2.2 In a trial with orchestra, the candidate attends weekly orchestra rehearsals and participates as a section member, receiving feedback from the Principal (if one is present), the Rehearsal Conductor and Personnel Manager.
- 4.2.3 The Rehearsal Conductor, Personnel Manager and Principal will assess the candidate's suitability to perform no later than ten days prior to the concert that the orchestra is preparing for, and notify the candidate of their seating (if any) in the concert no later than one week before the concert date.
- 4.2.4 Should it be determined that the candidate is not at an appropriate level to perform in the concert, they will be given feedback by the Personnel Manager, and encouraged to continue attending weekly rehearsals to develop their skill level.

4.2.5 Candidates participating in a trial with orchestra will receive ongoing feedback and assessments prior to each concert performance from the Principal of their section, or if this individual is unavailable, the Personnel Manager and Rehearsal Conductor.

5. Musician Categories

5.01 The Ottawa Pops Orchestra is comprised of several different categories of musician, which include:

- (i) Principal Core Musicians
- (ii) Resident Hired Musicians
- (iii) Imported Musicians
- (iv) Volunteer Core Musicians
- (v) Preparatory Volunteer Musicians and Students
- (vi) Orchestral Development Bursary Recipients

5.02 The responsibility of designating roles within the orchestra, such as Principal Players, lies solely with the Music Director of the Ottawa Pops Orchestra.

5.1 Principal Core Musicians

5.1.1 Principal Core Musicians will consist of Section Principals and Assistant players exclusively.

5.1.2 Candidates wishing to be considered as a Principal Core Musician must submit their Curriculum Vitae, outlining their relevant orchestral performance-based education and experience to the Personnel Manager.

5.1.3 The Personnel Manager will confirm an audition time with candidates wishing to be considered a Principal Core Musician after receiving an appropriate application.

5.1.4 Auditions for the following season's Principal Core Musician will be held once per season, usually in late summer/early fall preceding the affected season but may occur sooner at the discretion of the Artistic Team.

5.1.5 Candidates will be required to perform a solo audition, the details of which may change per season but featuring standard orchestral repertoire and excerpts, a list of which may be made available ahead of time. Candidates may also be requested to perform site-reading exercises and scales as part of their audition.

- 5.1.6 The audition committee will consist of the Music Director (or Designate), Artistic Director, Section principal (if applicable) and any other designate.
- 5.1.7 If an applicant has a spouse who is a member of the OPO, in any capacity, the spouse will be excluded from the Audition Committee.
- 5.1.8 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.
- 5.1.9 Openings on the Principal Core Musician list are subject to availability and are at the discretion of the Music Director and Artistic Director. There is no guarantee that the applicant will be added to the list, even if a candidate meets all requirements, as artistic, administrative and budgetary needs and restrictions may change.
- 5.1.10 Principal Core Musician seating may change at any point during the season on a per concert basis and are at the sole discretion of the Music Director, unless a previous contractual agreement with the musician explicitly states the contrary.
- 5.1.11 Candidates who are added as Principal Core Musicians will be entitled to be paid the current per-service rate as authorized by the Ottawa Pops Orchestra. Only dress rehearsals and concerts are eligible to be paid a per-service rate.
- 5.1.12 Principal Core Musicians are required to attend 80% or rehearsals prior to a concert to which they have been contractually assigned and to lead any sectionals.

5.2 Resident Hired Musicians

- 5.2.1 Candidates wishing to be considered a Resident Hired Musician must submit their Curriculum Vitae, outlining their relevant orchestral performance-based education and experience to the Personnel Manager.
- 5.2.2 The Personnel Manager will confirm an audition time with candidates wishing to be considered a Resident Hired Musician after receiving an appropriate application.
- 5.2.3 Auditions for the following season's Resident Hired Musicians will be held once per season, in late summer/early fall preceding the affected season.
- 5.2.4 Candidates will be required to perform a solo audition, the details of which may change per season but featuring standard orchestral repertoire and excerpts, a list

of which may be made available ahead of time. Candidates may also be requested to perform site-reading exercises and scales as part of their audition.

- 5.2.5 The audition committee will consist of the Music Director (or Designate), Artistic Director, Section principal (if applicable) and any other designate.
- 5.2.6 If an applicant has a spouse who is a member of the OPO, in any capacity, the spouse will be excluded from the Audition Committee.
- 5.2.7 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.
- 5.2.8 Openings on the Resident Hired Musicians list are subject to availability and are at the discretion of the Music Director and Artistic Director. There is no guarantee that the applicant will be added to the list, even if a candidate meets all requirements, as artistic, administrative and budgetary needs and restrictions may change.
- 5.2.9 Candidates who are added as Resident Hired Musicians will be entitled to be paid the current per-service rate as authorized by the Ottawa Pops Orchestra. Only dress rehearsals and concerts are eligible to be paid a per-service rate.
- 5.2.10 Although Resident Hired Musicians are not required to attend the weekly community rehearsals prior to the first dress rehearsal of each concert, their attendance is strongly encouraged and appreciated.

5.3 Imported Musicians

- 5.3.1 Musicians who wish to be added to the list of Imported Musicians (outside the Ottawa-Gatineau residential area) must first submit their resume and artistic references to the Personnel Manager for review by the OPO's Music Director or designate.
- 5.3.2 Candidates for any Imported Musician position may be requested to perform an audition for an audition committee to assist in the decision-making process.
- 5.3.3 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.

- 5.3.4 Openings on the Imported Musicians list are subject to availability and are at the discretion of the Music Director and Artistic Director. There is no guarantee that the applicant will be added to the list, even if a candidate meets all requirements, as artistic, administrative and budgetary needs and restrictions may change.
- 5.3.5 Candidates who are added as Imported Musicians will be entitled to be paid the current per-service rate as authorized by the Ottawa Pops Orchestra. Only dress rehearsals and concerts are eligible to be paid a per-service rate.

5.4 Volunteer Core Musicians

- 5.4.1 Auditions for the following season's Volunteer Core Musicians will be held once per season, usually in late summer/early fall preceding the affected season but may occur sooner at the discretion of the Artistic Team.
- 5.4.2 Candidates will be required to perform a solo audition, the details of which may change per season but featuring standard orchestral repertoire and excerpts, a list of which may be made available ahead of time. Candidates may also be requested to perform site-reading exercises and scales as part of their audition.
- 5.4.3 The audition committee will consist of the Music Director (or Designate), Artistic Director, Section principal (if applicable) and any other designate.
- 5.4.4 If an applicant has a spouse who is a member of the OPO, in any capacity, the spouse will be excluded from the Audition Committee.
- 5.4.5 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.
- 5.4.6 Openings on the Volunteer Core Musician list are subject to availability and are at the discretion of the Music Director and Artistic Director. There is no guarantee that the applicant will be added to the list, even if a candidate meets all requirements, as artistic, administrative needs and restrictions may change.
- 5.4.7 Volunteer Core Musician seating may change at any point during the season on a per concert basis and are at the sole discretion of the Music Director.
- 5.4.8 Volunteer Core Musicians will not receive compensation of any kind.
- 5.4.9 Volunteer Core Musicians are required to attend 80% or rehearsals prior to a concert to which they have been assigned to.

5.5 Preparatory Volunteer Musicians or Students

- 5.5.1 Auditions for the following season's Preparatory Volunteer Musician or Student will be held once per season, usually in late summer/early fall preceding the affected season but may occur sooner at the discretion of the Artistic Team.
- 5.5.2 Candidates will be required to perform a solo audition, the details of which may change per season but featuring standard orchestral repertoire and excerpts, a list of which may be made available ahead of time. Candidates may also be requested to perform site-reading exercises and scales as part of their audition.
- 5.5.3 The audition committee will consist of the Music Director (or Designate), Artistic Director, Section principal (if applicable) and any other designate.
- 5.5.4 If an applicant has a spouse who is a member of the OPO, in any capacity, the spouse will be excluded from the Audition Committee.
- 5.5.5 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.
- 5.5.6 Openings on the Preparatory Volunteer Musician or Student list are subject to availability and are at the discretion of the Music Director and Artistic Director. There is no guarantee that the applicant will be added to the list, even if a candidate meets all requirements, as artistic, administrative needs and restrictions may change.
- 5.5.7 Preparatory Volunteer Musician or Student seating may change at any point during the season on a per concert basis and are at the sole discretion of the Music Director.
- 5.5.8 Preparatory Volunteer Musician or Student will not receive compensation of any kind.
- 5.5.9 Preparatory Volunteer Musician or Student are required to attend 80% or rehearsals prior to a concert to which they have been assigned to.

5.6 Orchestral Development Bursary Recipient

- 5.6.1 The Orchestral Development Bursary is awarded to outstanding musicians under the age of 30 as awarded by the Audition Panel. Applicants do not need to apply

for the bursary, it will be awarded to a set number of musicians, budget permitting.

- 5.6.2 Auditions for the following season will be held once per season, in late summer/early fall preceding the affected season.
- 5.6.3 Candidates will be required to perform a solo audition, the details of which may change per season but featuring standard orchestral repertoire and excerpts, a list of which may be made available ahead of time. Candidates may also be requested to perform site-reading exercises and scales as part of their audition.
- 5.6.4 The audition committee will consist of the Music Director (or Designate), Artistic Director, Section principal (if applicable) and any other designate.
- 5.6.5 If an applicant has a spouse who is a member of the OPO, in any capacity, the spouse will be excluded from the Audition Committee.
- 5.6.6 Candidates will be notified of their status, in writing, no later than 2 weeks following the audition by the Personnel Manager. When possible, feedback will be provided.
- 5.6.7 Candidates who are awarded the Orchestral Development Bursary will be entitled to be paid the current per-service rate as authorized by the Ottawa Pops Orchestra. Only dress rehearsals and concerts are eligible to be paid a per-service rate.
- 5.6.8 Orchestral Development Bursary Recipients are required to attend 80% of rehearsals prior to a concert to which they have been assigned to.

6. Special event musician selection

- 6.1 When hiring for special events or outreach opportunities, the OPO will make all efforts to hire their Principal Core first. Should these members be unavailable, or substitute musicians needed, the OPO will approach Resident Hired Musicians and Volunteer Core Musicians before engaging Imported Hired Musicians or Preparatory Volunteer Musicians.

7. Role of Principal Musicians

- 7.1 Principal positions within the Ottawa Pops Orchestra are designated at the discretion of the Music Director only, subject to need and availability.
- 7.2 Principal positions are not necessarily paid positions.

- 7.3 Principal, Co-Principal, Associate or Assistant positions may be granted by the Music Director as required.
- 7.4 Principal Players are responsible for the musical standard of their section. This standard may include decisions regarding the assignment of parts, as applicable, which should be communicated to the Personnel Manager. Principal Players are also accountable for holding their section to a high artistic standard and contributing positively to the artistic process at all OPO services.
- 7.5 Principal Players are also responsible for the orientation, feedback and assessment of other players in their section, as required by the Personnel Manager. This may include the initial selection of placement assessment excerpts.
- 7.6 Principal Players may schedule sectional rehearsals outside of the regular rehearsal schedule, as they feel is necessary.
- 7.7 In the event that a Principal Player is absent, their responsibilities will fall to the designated Co Principal, Associate or Assistant position. In the event that no such position has been designated, the Personnel Manager will assist the section on a temporary basis.