



ALASKA YOUTH
ORCHESTRAS

**Musician Handbook
2019-2020**

WHO WE ARE...

VISION

AYO envisions a community where music education and performance are valued and shared.

VALUES

AYO develops its programs around four core values:

- 1 **Musicianship**
AYO inspires young musicians as individuals and as a group to strive for and experience musical excellence.
- 2 **Performance**
AYO inspires young musicians and audiences through superior musical performances.
- 3 **Inspiring Youth**
AYO inspires young musicians to lifelong participation in and support of the arts in Alaska and beyond.
- 4 **Musical Legacy**
AYO fosters a lifelong appreciation for the rewards of responsibility, commitment, self-confidence, discipline and teamwork inherent in the arts through teaching, musical performance and leadership among its members.

MISSION

The mission of the Alaska Youth Orchestras is to build musicianship, inspire our youth to love music, offer enriching opportunities for music performance, and create a musical legacy that will sustain arts throughout the lives of our members and our communities.

HISTORY OF ALASKA YOUTH ORCHESTRAS

Alaska Youth Orchestras was founded as the Anchorage Youth Symphony Association by Frank Pinkteron in the early 1960's. A complete history is available on our website.

GENERAL INFORMATION

Alaska Youth Orchestras (AYO) is a non-profit 501(c)(3) corporation located in Anchorage, AK operating under the direction of the AYO Board of Directors who are elected by the Anchorage Youth Symphony Association membership as defined by our bylaws.

A current list of board members can be found on our website: www.AlaskaYouthOrchestras.org.

STAFF

Music Director: Linn Weeda - MD@AlaskaYouthOrchestras.org

Executive Director: Denise Brown-Chythlook - ED@AlaskaYouthOrchestras.org

Operations Coordinator: Zach Akins - OC@AlaskaYouthOrchestras.org
Librarian: Rebecca See

Mailing Address:
Alaska Youth Orchestras
1689 C St. suite 202
Anchorage, AK 99501
Telephone: (907) 538-6406
www.AlaskaYouthOrchestras.org

COMMUNICATION

Email

Nearly all of our communication is done via email. A weekly email will be sent every Friday at 6 pm with vital details needed by AYO Musicians and their families. Please ensure you are receiving these emails and - if your e-mail address changes - update your information in our database which can be accessed through the MEMBERS page on the website.

Phone

AYO staff can be reached at (907) 538-6406. This number can also be called to during rehearsal to reach and AYO Musicians in case of an emergency. Please allow 48 hours for messages to be returned.

AUDITIONS

AYO Musicians are chosen each season through auditions. Potential musicians must sign up to audition on our website and pay the audition fee (\$25) Auditions fees are non-refundable and are not applied toward membership.

Musical selections and audition instructions are made available on the AYO website by February 1 of each year. Audition registration will open by March 1 each year. Auditions are held in early May for the following fall. Selected musicians must declare their intent to register by July 1 of each year (requires a \$50 deposit) and may apply for available scholarships at this time.

SCHOLARSHIPS

AYO regularly seeks funding from outside donors and organizations in order to provide tuition assistance for AYO Musicians. Funding varies from year to year. Applications for scholarship funds can only be made after a musician auditions, is accepted into the upcoming season, and declares their intent to register (by July 1). Applications can be accessed on our database once the musician's intent to register is complete. Responses will be sent to those applying for a scholarship within 2 weeks of application. Scholarships will only be available as long as funds are available.

WHAT WE DO...

REHEARSALS

Rehearsals are held at East Anchorage High School, 4025 E. Northern Lights Blvd., Anchorage, AK 99508 on Mondays: 4:00-6:45 pm (refer to Season Calendar for dates). Musicians are expected to be in their seats at the beginning of rehearsal. They should arrive prepared, having practiced at home, bring all their music, and have a pencil.

In the event that Monday falls on a holiday, rehearsal is moved to an alternate location at the same time or is canceled. Please refer to the AYO Season Calendar for the specific dates on which this occurs.

Concert Rehearsals are held at specified times at the Alaska Center for the Performing Arts, 621 W. 6th Ave., Anchorage, AK, 99501. Please refer to the AYO season calendar on our website.

Practice Time

It is important for musicians to prepare their parts outside of rehearsal. The amount of time needed for home practice will vary from musician to musician, but this individual responsibility must be taken seriously.

Music

Musicians must keep all of their AYO music in the provided folder, and have all music in their folders at every rehearsal. Do not rely on your stand partner's folder. Use only pencil to mark music - no ink or colored pencil. String players who are sharing music should be sure to mark both copies of their music with changed bowing, fingerings, etc. for at-home practice. You are required to return your folder at the end of the season or if you leave the orchestra. Failure to do so will result in a \$25 replacement fee.

Instruments, Cases and Accessories

Musicians are responsible for the care of their own instrument. Instruments should be in proper repair. Strings musicians should have replacement stings in their cases; winds should have extra reeds; brass should have applicable mutes; percussionists bring appropriate mallets, sticks, and small instruments. Please make sure all instrument cases and accessories are clearly marked with your name.

Use of AYO Instruments

AYO has several professional-level instruments available for use by members. Coaches, in consultation with the Music Director, decide who and how the instruments will be used. Members using these instruments will be required to check them out from the AYO office and will accept all liability while in their possession. An instrument agreement must be signed for each AYO-owned instrument used. Currently, the following instruments are available: piccolo flute, 4 "A" clarinets, english horn, bass clarinet, bass trombone, double bass with 'C' extension, miscellaneous percussion instruments.

Food and Beverages

AYO will provide a light snack (granola bars, etc.) during rehearsal break each week (approx. 5:15-5:30 pm). Any member with special dietary restrictions or needs must provide their own snack. Members are encouraged to bring their AYO water bottles to stay hydrated. Please throw your trash away in the appropriate manner at the end of rehearsal.

Cell Phones and Other Portable Electronic Devices

Rehearsal time is limited and valuable. We ask that our musicians respect this time by silencing cell phones and refraining from using them during rehearsals.

COACHING

Coaching is a unique and important component of AYO. Coaches are provided by AYO and are professional musicians. Coaching sessions are noted on the Season Calendar (subject to change) and occur during rehearsals. Coaching sessions are designed to provide additional assistance in preparing repertoire. Participation in coaching sessions is required for AYO members.

CONCERTS

AYO will present three concerts during the 2019-2020 season.

Fall Concert: Sunday, Dec. 15, 2019 at 3-4:30 pm, Atwood Concert Hall

Concert Rehearsal: Saturday, Dec. 14, 2019, 3-6 pm, Atwood Concert Hall

Winter Concert: Tuesday, March 3, 2020, 7-8:30 pm, Discovery Theater

Concert Rehearsal: Monday, March 2, 2020, 4-7 pm, Discovery Theater

Spring Concert: Sunday, May 9, 2020, 3-4:30 pm, Atwood Concert Hall

Concert Rehearsal: Saturday, May 10, 2020, 3-6 pm, Atwood Concert Hall

CONCERT REHEARSALS

A Concert Rehearsal is scheduled the day before each concert. Attendance at Concert Rehearsals is required. Musicians not present may be asked not to perform in the concert. Any conflicts should be made known to the AYO Executive Director and Music Director as soon as you are aware.

CONCERT TICKETS

All AYO concerts are ticketed events through CenterTix.com. Each member will receive **one free ticket**. We make every effort to keep ticket prices affordable. We encourage AYO musicians and their families to promote the concerts and bring along family and friends. Not only will this help keep ticket prices down, but it will also give our musicians a full concert hall in which to perform.

CONCERT BLACK

Concert Black is required dress for all concert performances and includes two options:

1. Black suit or tuxedo, white shirt, black bow tie, black socks and black shoes (either open or closed toe are acceptable).
2. Long black dress/skirt (at least lower-calf length) or black slacks with a solid color black top with long sleeves (at least $\frac{3}{4}$ length) that covers shoulders and does not have a low neckline; plain black stockings or socks and black shoes (either open or closed toe are acceptable).

ACCESSORIES: No reflective jewelry/accessories and no fragrances, please.

If you have any questions regarding CONCERT BLACK, or need any assistance obtaining any needed items, please email us at ed@alaskayouthorchestras.org.

CONCERTO COMPETITION

We hold two annual concerto competitions each year. One is open only to AYS Musicians performing on any instrument other than piano. The other is open to any Alaska-based youth, ages 9-21 and is limited to only piano concerto. Please see the website for detailed requirements and repertoire.

WHAT WE EXPECT FROM YOU...

CODE OF CONDUCT

AYO musicians are representatives of the organization and the behavior of each musician reflects on the entire group. Each musician is expected to use good manners, display common courtesy and show consideration for others. It is essential to respect the rights and property of others. AYO strictly enforces a zero-tolerance policy with regards to the use of drugs and alcohol, smoking, any other illegal activities, and any form of harassment towards students and staff.

If you have any questions or concerns about your experience in AYO, please feel free to contact the Executive Director or Board President at any time. All issues will be handled with professionalism, confidentiality, and respect.

ATTENDANCE

AYO is dedicated to professional-level performance. If you fail to comply with the Attendance Policy, you may be asked to resign from AYO. Musicians who foresee ongoing schedule conflicts should reconsider whether they can meet the attendance requirements. Musicians who must be absent from a regularly scheduled rehearsal or concert because of emergency illness or unforeseen schedule conflicts may be granted an excused absence.

Musicians must check in and out for each rehearsal. Doing this for someone other than yourself is not permitted. If you need to miss a rehearsal, Musicians must email AYO to let us know at the earliest possible time. Emails should be sent to absent@alaskayouthorchestras.org.

Rehearsals: The need for rehearsal attendance cannot be stressed enough. Absences, when they occur, are counted during each rehearsal/concert cycle. The following are the maximum number of absences that are allowed during the period before each concert:

Concert #1) 3

Concert #2) 1

Concert #3) 1

Note: Arriving late or leaving before the end of a rehearsal is an absence that counts one-half (1/2) toward the member's absence count.

Record of Attendance: A copy of your attendance record can be requested. Please email ed@alaskayouthorchestras.org. Please allow one week for the report.

Concerts: Members are expected to attend all regularly scheduled concerts and special events added after the start of the season. Two month's advance notice of an expected absence from a concert.

Leave of absence for extraordinary circumstances: Musicians in good standing who will miss rehearsals or concerts for an extended time should request a leave of absence. Musicians must send a written request for a leave of absence to the Executive Director at ed@alaskayouthorchestras.org. A response will be provided within 2 business days.

Consequences: Absences outside the attendance policy could result in a musician not being allowed to participate in a concert; being re-seated for a concert, and/or being asked to withdraw from AYO. AYO reserves the right to re-seat members who are absent for a concert, including those members whose absence is excused.

Re-Audition: Musicians who are asked to withdraw under this attendance policy may request to formally re-audition. Requests to re-audition must be made in writing and addressed to the executive director. In addition to satisfactory musicianship, members who re-audition must demonstrate a commitment to full attendance at rehearsals and regularly scheduled concerts. Musicians who satisfactorily re-audition will not be required to pay additional tuition fees for the season but will incur the audition fee of \$25.

Appeals: Musicians asked to withdraw under this attendance policy may appeal to the AYO Board of Directors within 14 days. Appeals must be in writing and addressed to the AYO Board President.

PARTICIPATION IN SCHOOL MUSIC PROGRAMS

AYO recognizes the importance of school music programs in our communities. We highly recommend our members are active participants in these programs.

PRIVATE LESSONS

Although not required for membership, private lessons are strongly encouraged. Students who study privately routinely do better on all auditions and improve faster.

LIABILITY

All AYO students/families are responsible for their instruments. Lost, stolen or damaged instruments (or instrument accessories) are not the responsibility of AYO. The following organizations, including their employees, contractors, and volunteers will not be held responsible for loss or damage to instruments or other valuables: Alaska Youth Orchestras, Anchorage School District, Alaska Center for the Performing Arts, or any other venue where AYO performs or rehearses. AYO strongly suggests that instruments be adequately insured.

TUITION

Tuition for the AYO 2019-2020 Season is \$675. Payment can be made on our website in the Members section via major credit card. Payment arrangements are available. Tuition may be paid with personal check or cash if desired. Please contact our office to make those arrangements or mail a check to:

Alaska Youth Orchestras
1689 C St. suite 202
Anchorage, AK 99501

REFUNDS

AYO does not offer tuition refunds. However, there is a Protection Plan available through our registration database that you may purchase if you wish to be protected against unforeseen problems. This plan is not managed by us but by an outside insurer. Please read the coverages and exclusions thoroughly to determine if it is appropriate for your needs.

ORIENTATION MEETING

Attendance at the season's Orientation Meeting is mandatory for AYO Musicians AND 1 parent/guardian if the musician is under 18 years of age. At this meeting we will provide important information about the season not included in this document; also scheduling details, policy information and volunteer opportunities. Please contact the Executive Director if you are unable to attend.

EMERGENCY RESPONSE

In the event of an emergency, AYO staff will direct AYO musicians on how to respond.

Evacuation Response

In the event of an emergency requiring building evacuation, musicians will be asked to leave the building via the nearest emergency exit and congregate (if appropriate) in the NE corner of the East High School Faculty Parking Lot – see attached map.

Parents will be contacted and asked to pick up their child as soon as possible. Anyone who is not picked up will remain with an AYO staff member until parents can arrive or make other arrangements for their child's transportation.

Non-Evacuation Response

In the event of an emergency that doesn't result in evacuation, musicians will shelter in place. If rehearsal cannot continue, parents will be contacted and asked to pick up their child as soon as possible.

If, at any time, a musician feels unsafe to remain, parents will be contacted and asked to pick them up as soon as possible. If the AYO musician has their own car, parents will be contacted and will determine if they are comfortable with the AYO musician driving.

SUPPORT & ENCOURAGEMENT

In addition to providing a high quality musical experience, AYO strives to teach musicians about professionalism, responsibility and personal integrity. We strive to be an open and encouraging organization. We value each musician and their support network. We ask parents and caregivers to help their musicians fulfill their responsibilities to AYO by encouraging open communication, 100% attendance, prompt arrival at rehearsals and concerts, private lessons on their instrument (if possible) and at-home practice and preparation.

VOLUNTEERING

Like any other organization of this size, AYO needs volunteers to help it run smoothly. There is something for everyone to do, whether you are a finance expert, a fund-raising guru or an operations wiz. We are looking for uniquely committed volunteers to be on the board. For more information about board service, contact the AYO Board President at: BC@AlaskaYouthOrchestras.org or the AYO Executive Director at: ED@AlaskaYouthOrchestras.org.