



CHORUS MEMBER POLICIES

A basis for harmony!

THANK YOU

Thank you for choosing to accept a position in the ensemble of The Heartland Chamber Chorale, Inc. Your commitment to the choral arts and to this ensemble is deeply appreciated.

Members of the Chorale and the Music Director developed these policies, and they have been regularly revised as the organization has grown. Since being a Member of the Chorale requires a high priority in your life, these policies are provided with the hope that good relationships are established and maintained, that our work together is harmonious, that expectations are clear, and that the Chorale achieves a high level of artistic growth that comes only from the dedication and consistency of its members.

These policies serve only as a practical guide for operation and from time to time require interpretation. Therefore, in all matters pertaining to these policies the final arbiter is the Audition/Attendance Committee, which consists of the Section Leaders and the Music Director. Questions or concerns should be directed to them. (Note: In cases where a particular section leader cannot attend a meeting, the music director may appoint a substitute to represent that particular section).

AUDITIONS

The By-Laws of The Heartland Chamber Chorale, Inc. state that auditions are required of all singers wishing to join the ensemble. All singers who have no current status with the ensemble are required to perform a complete audition, which includes sight-reading and two (2) prepared pieces, preferably one in a foreign language. These auditions are scheduled and managed by the Music Director. Candidates perform their two prepared pieces before the Audition/Attendance Committee; the Music Director alone conducts the rest of the audition with the candidate. Successful candidates will demonstrate an appropriate level of musical skill, display a good attitude and complete the established skills assessment tool with the Music Director. Admission to the group depends on positions available in the ensemble, and only with the approval of the Audition/Attendance Committee.

Members of the Chorale in good standing are expected to participate in an annual end-of-season re-audition process. Adjudication will be based on the singer's initial audition assessment, which is established together by the singer and Music Director. The assessment analyzes the singer's strengths and weaknesses and serves as the basis for improvement. This assessment tool is updated at the end-of-season re-audition and serves as the basis for adjudication in the next year.

If at the end-of-season audition the singer shows below standard skills and/or no improvement as indicated by the skills assessment, the singer will be required to audition again during the annual pre-season audition. Every effort will be made to assist all Members of the Chorale in good standing to gain the necessary skills to correct any weakness so that they will continue as members of the ensemble. Our goal allows the Chorister and Music Director a basis for fair evaluation and to produce a basic plan for improvement.

The Heartland Chamber Chorale, Inc., is a tax-exempt, non-profit 501 (c) (3) organization.

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Dana Leininger, President
Diane Behrens, Vice-President
Rone Davis, Treasurer
Annie Eckrich, Secretary

THE SEASON

The season runs from September through June and consists of subscription concerts, community service concerts, several run-out performances and educational programs, a choral festival and some fund-raising events.

In the 2009-10 season, Members of the Chorale are paid \$60 per concert or recital performance. Other presentations are paid at a rate commensurate with the time involved, but no less than \$20 per presentation.

When possible, program ideas will be presented to the ensemble for feedback and concerns. Any concerns about concert proposals can be registered with the Music Director or with the HCC Executive Committee (officers of the Board of Directors).

REHEARSALS, IN-SERVICE TRAINING & RETREATS

Regular rehearsals are held at Plymouth Congregational Church, 501 West Berry Street, Fort Wayne, Indiana. Rehearsal schedules are provided for each member of the Chorale. Rehearsals are typically 2 ½ hours long with a 30 minute In-Service prior to rehearsal.

There are 2 Chorus Retreats each year that may feature guest clinicians and serve as extended rehearsal sessions with a particular focus on building skills of the ensemble. Attendance is mandatory, and falls under the rehearsal requirements of the ensemble.

ATTENDANCE POLICY

The following serves as a basis for attendance at HCC functions. It is understood that some circumstances (e.g. emergencies) can pose specific challenges to members of the Chorale; concerns should be directed to the Audition/Attendance Committee, which is the final arbiter in the application of these policies.

1. **Rehearsals** – Attendance is Mandatory, with flexibility. Regular or special rehearsals begin promptly at the designated time, and Members of the Chorale are expected to be in-place and ready to sing at that time. On those occasions when tardiness is unavoidable, Members of the Chorale are expected to notify the Music Director or their Section Leader. More than two (2) absences or two (2) tardies per concert are grounds for possible dismissal from the group for the remainder of the season or forfeiture of pay for a particular concert. Five (5) minutes late is considered tardy and two tardies equal one (1) absence.
2. **In-Service Training** – Attendance at in service training is strongly encouraged; however, depending on your level of skill development, attendance may or may not be mandatory. See the music director for clarification of your status with regard to in service training.
3. **Dress Rehearsals & Performances** - Attendance is Mandatory. Absence is grounds for dismissal, and will be considered on a case-by-case basis by the Audition/Attendance Committee. Dress rehearsals take place at the performance site unless otherwise stated.
4. **Performances: Mandatory versus Optional**
 - a. Members of the Chorale are expected to perform in all Subscription Concerts.
 - b. Members of the Chorale are strongly encouraged to perform in one of the two recitals as a way to increase their performance skills, but their participation is optional.
 - c. HCC Special Engagements, which are made in advance of the season, are required as part of the season (e.g. an important engagement with the Fort Wayne Philharmonic, a full ensemble education program or an HCC concert in another town).
 - d. Some HCC Special engagements are optional because of their particular nature, and therefore are treated differently (e.g. small group education programs, Christmas dinners at the Fort Wayne Country Club, etc.).

RESPONSIBILITIES OF THE MEMBERS OF THE CHORALE

Members of the Chorale are expected to attend all scheduled rehearsals and performances, except in cases of emergency. Season schedules and contracts will be provided to Members of the Chorale on or before the first scheduled rehearsal. Members of the Chorale are expected to make a commitment to the ensemble for the season by signing their contract and returning it to the HCC by no later than September 8, 2009.

At rehearsals, Members of the Chorale are expected to come prepared with notes learned and pencils in-hand. Members of the Chorale will maximize rehearsal time by giving full attention to the music; opportunities to socialize will be available during breaks and after rehearsal gatherings. Every effort will be made to supply all appropriate information regarding repertory so that Members of the Chorale can prepare in advance (e.g. establish and post goals for the next rehearsal at the end of each rehearsal).

CONCERT DETAILS & PERFORMANCE ATTIRE

All Members of the Chorale:

1. Special Black Choral Folders are supplied by the HCC. Members of the Chorale are encouraged to use this folder regularly in rehearsals and performances. A regular three ring binder is also acceptable, but must be approved by the Music Director.
2. Embroidered HCC Satchels (shoulder brief cases subsidized by the HCC) are supplied to Members of the Chorale to hold music and materials for rehearsals and performances. Members of the Chorale are expected to use this satchel to keep music and promote the organization.
3. Music is supplied by the HCC, and Members of the Chorale are expected to take care of the music and return it in good condition.
4. Uses of toiletries that contain perfumes or colognes are prohibited.
5. Members of the Chorale are expected to care for all items supplied by the HCC, and to return said items upon request. Items that are subsidized by the HCC become the property of the Singer, so long as the Singer has completed one year of service in the HCC. The exceptions are the tops worn by the women of the chorale. All beaded jackets and/or blouses are the property of HCC.
6. Dress rehearsals take place at the concert site, unless otherwise noted.
7. Saturday concert time is typically 8 PM with call time at 6:30 PM; Sunday concert time is typically 4 PM with call time at 3 PM.

Gentlemen have four required performance outfits:

- 1) **Concert Attire No. 1:** Black tailcoat tuxedo, white pique tie and pique vest (subsidized by HCC), with flat or pleated white tux shirt, black socks and high-shine, patent leather black shoes.
- 2) **Concert Attire No. 2:** Black tuxedo (not tails), black tie and cummerbund, with flat or pleated white tux shirt, and black socks and high shine, patent leather black shoes.
- 3) **Concert Attire No. 3:** Black tuxedo (not tails), red tie and cummerbund, with flat or pleated white tux shirt, and black socks and high shine, patent leather black shoes.
- 4) **Concert Attire No. 4a/4b (subsidized by HCC):** a casual performance outfit: **4a)** a black HCC polo shirt or **4b)** HCC button down with khaki (cement or tan or traditional khaki) trousers.

Women have five required performance outfits:

- 1) **Concert Attire No. 1:** Black skirt (style provided by HCC purchased by wearer), formal gunmetal beaded blouse (provided and owned by HCC), black hose and HCC approved black shoes*. Black bead earrings supplied by Virginia Nance. No necklaces, wrist watches or bracelets.
- 2) **Concert Attire No. 2:** Black skirt or pants (style provided by HCC purchased by wearer), formal Blue Glitter Jacket/Camisole, (provided and owned by HCC), black hose and HCC approved black shoes*. Black bead earrings supplied by Virginia Nance. No necklaces, wrist watches or bracelets.
- 3) **Concert Attire No. 3:** Black skirt or pants (style provided by HCC purchased by wearer), Maroon Jacket with black camisole. (provided and owned by HCC), black hose and HCC approved black shoes*. Black bead earrings supplied by Virginia Nance. No necklaces, wrist watches or bracelets.
- 4) **Concert Attire No. 4:** Black skirt or pants (style provided by HCC purchased by wearer), red silky Weskit blouse (provided and owned by HCC), black hose and HCC approved black shoes*. Black bead earrings supplied by Virginia Nance. No necklaces, wrist watches or bracelets.

- 5) **Concert Attire No. 5a/5b (subsidized by HCC):** a casual performance outfit: **5a)** a black HCC polo shirt or **5b)** HCC button down with khaki (cement or tan or traditional khaki) trousers.

*Black Character Shoes with Medium Heel are available at Standing Ovation 3629 N Clinton Fort Wayne, IN Call 260.483.1633

BOARD OF DIRECTORS AND CHORUS REPRESENTATION

An incorporated Board of Directors governs the HCC. The Board meets once each month and operates for the benefit of the ensemble in accordance with the By-Laws. All meetings of the board, save those of Executive Session, are open to all members of the Chorale. Each season, the Members of the Chorale select a member, or members, of the ensemble as the Chorus Representative to the Board of Directors. The Chorus Representative is expected to attend all board meetings as an ex-officio member of the Board.

ENSEMBLE ORGANIZATION & GENERAL INFORMATION

- 1) Members of the Chorale are considered contract employees, for which there is a budgeted line item. In the 2009-10 season, Members of the Chorale are paid \$60 per concert or recital performance. Other presentations are paid at a rate commensurate with the event and time involved, with a minimum of \$20 paid per presentation.
- 2) Members of the Chorale are required to sign-in at rehearsals and performances.
- 3) Prior to rehearsals for one half-hour, the chorus conducts an in-service training session. Singers are expected to participate in these in-service training sessions to continually improve their vocal and musical skills. Participation may, or may not, be an option. When in doubt, Singers should check with the Music Director to determine if in-services are required.
- 4) Four section leaders, one per section (soprano, alto, tenor, bass) will be appointed by the Music Director. They will receive an additional stipend for this responsibility. Their duties include:
 - Consult with the Music Director for score markings and discuss unique trouble spots and particulars about repertoire.
 - Lead sectionals as needed.
 - Provide a communication link between members of the section regarding absences, change of rehearsal time or place, or other pertinent information.
- 5) Whenever possible, the Music Director will select soloists from within the ensemble. The Music Director with or without open auditions may appoint small solos. Larger solos that require extra preparation will be assigned after open auditions. Depending on the scope of the solo, soloists may be additionally remunerated.
- 6) The Music Director will appoint an SATB quartet (or multiple quartets) to visit and perform for music classes in area schools. They will be contracted (paid) separately for this service.

These policies were developed by a representative group from the ensemble in 1997.
These policies were updated in August 2009.

Update August 2009