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I. **Placement Auditions**

All students registered for orchestra at Manhattan School of Music (LP1500.10) are required to take an orchestra placement audition. Students must audition in order to receive credit for the class.

Auditions take place at the beginning of each semester or before school starts.

Auditions will be played behind a screen.

**Principal String Auditions** are by invitation only and will include the top ranking instrumentalists from the preliminary round.

If a situation arises that will cause you to miss your audition, you must notify the Performance Operations Office immediately. You will be required to take a make-up audition at the discretion of the adjudicating panel.

II. **Orchestra Assignments and Seating**

Seating in orchestra ensembles is determined by the following criteria:

- Audition Score
- Faculty ranking of students and repertoire
- The number of students enrolled in orchestra within your specific instrument group
- The number of available parts for your instrument group over the course of the semester/academic year
- The level of performance experience of the student

Seating within ensembles will rotate; there are no stationary chairs awarded. Seatings are assigned with an eye to providing each student with a well-rounded and varied orchestral experience in order to best prepare students for the professional world.

Individual assignments are distributed after the auditions take place to students’ MSM email address.
III. Orchestra Ensembles

There are six concert orchestras at the Manhattan School of Music. These include Chamber Sinfonia, Symphony Orchestra, Philharmonia Orchestra, Opera Orchestra, Composers Orchestra, Jazz Philharmonic Orchestra and Reading Orchestra.

Symphony and Philharmonia Orchestras
These orchestras are the largest symphonic ensembles at MSM performing contemporary and standard symphonic repertoire. Guest and resident conductors work with these ensembles.

Chamber Sinfonia
This chamber orchestra comprises students in the Orchestral Performance Program, the Pinchas Zukerman Performance Program and those who ranked the highest in the orchestral placement auditions. Repertoire consists of works for string ensemble, chamber orchestra and occasionally larger symphonic and choral works.

Opera Orchestra
Assignment to opera orchestra is given to those that are ranked highest in the orchestra placement auditions. Two fully staged opera productions take place each year spanning both classical and contemporary repertoire.

Jazz Philharmonic Orchestra
This orchestra performs original orchestral jazz compositions. This ensemble’s repertoire blends jazz, classical and other contemporary music approaches. Lead by Justin DiCioccio, Associate Dean and Chair of the Jazz Arts Program, you will perform alongside students from the MSM Jazz Program and acclaimed jazz soloists.

Composers Orchestra
This orchestra reads and performs new works by MSM composition students. This orchestra gives everyone the opportunity to significantly develop and work on reading, listening and performance skills necessary for performing the music of our time.

IV. Communication Policy

Email
- All Orchestra Office communications will be sent to students’ MSM email addresses. It is the student’s responsibility to regularly check their MSM email address.

Where to find Orchestra information online
- Orchestra page on MSMNYC.EDU website:
  o Bookmark the following page on your phone for all current orchestra information:
    https://www msmnyc.edu/info-for-current-students/orchestra
V. Rehearsal and Concert Protocol

Expectations

Your participation in orchestra is intended to prepare you for the professional world. To that end, we expect each member of orchestra to adhere to the following guidelines:

- **Arrive early to rehearsals and concerts.** Please arrive 15 minutes before the start of orchestra so you are tuned, warmed up, checked-in and ready to go.
- **Do not leave orchestra during rehearsal.** Only in an extreme health-related situation or personal emergency should you get up from your seat and exit rehearsal. Please use the restroom before orchestra begins or at the designated break times.
- **Bring what you need to rehearsal.** Music, pencil, mute(s), instruments (auxiliary), and tuner.
- **Pick-up music and learn your part before the first rehearsal.** The better you know your music, the more you will learn and the better the concert or reading will be.
- **Respect the conductor and your colleagues.** Everyone is here to learn and perform their best so do your part to encourage, show support and be respectful.

Concert Dress Code

The concert dress code is in effect when you are on stage and in the public areas of the concert hall 30-minutes before the performance until the end of the concert. If you cannot afford a tuxedo or other concert attire, the Performance Operations Office will help you find locations in New York City that sell affordable clothing.

The concert dress code is as follows:

Well pressed black tuxedo, clean long sleeve white shirt, black bow tie, solid black socks, and polished black shoes.

OR

Long sleeve black blouse or formal top, mid-calf or long black skirt or dress pants, mid-calf or long black dress, black socks or stockings/nylons, black closed toed shoes.

Please, no colorful scarves or colorful hair ornaments, hats, or bandanas. A small black purse may be brought on stage and leaned against the upstage leg of the chair.
Grading

Your grade for orchestra is based on:
- Your preparedness for and engagement in the rehearsal process for the projects to which you are assigned
- Your record of attendance and punctual arrivals at all events to which you are assigned.

Late arrivals

First unexcused late arrival will result in a warning and will not affect your grade. Subsequent late arrivals will lower your grade by a step (ex. A to A-). If you are late to a dress rehearsal or concert your grade will drop one full letter (ex. A to B). If your first late arrival is to a dress rehearsal or concert your grade will be lowered by a step (ex. A to A-).

Second unexcused late arrival and beyond on a regular rehearsal or reading will cause your grade to drop one step (ex. A to A-), if it is on a dress rehearsal, concert, or sound check your grade will drop one full letter (ex. A to B).

Absences

Unexcused absence from a regular rehearsal or reading will result in a full grade letter drop (ex. A to B)

Unexcused absence from a dress rehearsal, sound check or concert will result in a two grade letter drop (ex. A to C)

Preparedness for Rehearsals, Readings and Concerts

It is expected that you will participate fully during rehearsals and that you will learn the assigned music to the best of your ability. Should the conductor or a member of the Performance Operations Office feel you are not performing at the expected level you will be given a warning and any further notices of this kind will result in your grade being lowered.

Dress Code

It is expected that during orchestra concerts you will follow the dress code outlined in this handbook. Should the conductor or a member of the Performance Operation Office feel you are not meeting the dress code policy you will be given a warning and any further notices of this kind will result in your grade being lowered.

Cell Phones

Cell phones are not permitted at rehearsals, concerts or readings at any time. Should the conductor or a member of the Performance Operations Office see your cell phone on stage, even if not in use, you will be asked to remove the cell phone from stage or place it, turned off, in your instrument case or bag. Cell phones on stage will result in your grade being lowered, no questions asked.

Please Note: If there is a need for your cell phone to be present on stage (ex. family/medical emergency) you need to notify the Performance Operations Office before the rehearsal, reading, or concert where this would be necessary.
Absence and Excusal Policies and Procedures

Playing in orchestra is a collaborative endeavor and requires a serious commitment from all members. It is therefore expected that every student enrolled in orchestra will attend all rehearsals, concerts, and events to which they are assigned.

Absence from orchestra must be approved by the Performance Operations Office. In order for the office to approve your absence, it must be communicated to Orchestra Office Staff in accordance with the following procedures:

1. Students must report planned absences by emailing the Orchestra Office, orchestra@msmny.edu, no later than two weeks from the start of a rehearsal and concert period.

2. Unplanned absences due to illness must be emailed to the Orchestra Office at orchestra@msmny.edu as soon as possible. The student must notify the office of an unplanned absence before the scheduled start time of the rehearsal.
   - Whenever possible, you must obtain documentation validating your absence (ex: Doctors Notes, Notes from the Campus Health Nurse, etc.) This documentation should be turned in to the Office of Student Affairs as soon as possible after the unplanned absence. Failure to file the proper documentation with the Office of Student Affairs may result in your absence affecting your grade.

Absences that are not reported to the Orchestra Office in the manner described above will automatically be considered unexcused, and will impact your orchestra grade (see ‘Grading Policy’).

Artistic excellence in orchestra can only be achieved through consistent attendance by all members. While MSM recognizes that you may occasionally have obligations that conflict with orchestra, it is expected that students will do everything in their power to avoid requesting absences from orchestra.

The Performance Operations Office carefully tracks absences, tardiness and early departures from rehearsals to ensure that the absence and grading policies are consistently and fairly enforced.
VI. **Satisfactory Academic Progress**
All students are expected to maintain good academic progress throughout their studies. Good academic standing is defined as a grade of at least a B- in their major subject, performance ensembles, and required ESL courses. Additionally, a grade of C or better must be maintained in all other subjects. If a student fails to meet the requirements for good standing, his or her record will be reviewed by the Committee on Academic Progress.

Probation: In reviewing student records, the Committee on Academic Progress may place a student on Probation. Reasons for Probation include: failure to meet the class year level requirement set by any department; repeated withdrawals, Incompletes, and/or failing grades; repeated Academic Warnings; a consistent pattern of low grades, including a low Jury Examination grade; or failure to progress sufficiently through their Degree Program. A Student will also be placed on Probation if he or she receives lower than a B- in any performance class (including major lessons, ensembles and orchestra), or falls below an overall semester GPA of 3.0. Students placed on Probation become ineligible for scholarship assistance. If their overall cumulative grade point average falls below 2.0 they become ineligible for any type of federal financial assistance.

At the conclusion of each semester, the records of all students on Probation will be reviewed again by the Committee on Academic Progress. If satisfactory progress has not been made, the Committee may take further action, which could include a forced Leave of Absence or dismissal.

*Please Note:* The above statement on Satisfactory Academic Progress is quoted from the Manhattan School of Music Course Catalog. Should you wish to reference this or if you have any questions about the academic expectations set forth by the Manhattan School of Music you may visit the Performance Operations Office located in room 304.

VII. **The Evelyn Sharp Performance Library**

**Obtaining Music**
Music and practice parts are ready ten days prior to first rehearsal, when possible. Folders and practice parts may be signed out from the Performance Library during posted open hours as follows:
1) Winds, Brass, Percussion, Harp, Keyboards:
   Students may sign out folders.
2) Strings:
   a. Outside stand players may sign out folders.
   b. Inside stand players may sign out practice parts.

**Responsibility for Folders and Music**
Everyone but inside string players: If you haven’t signed out your folder or practice part before the first rehearsal, the music is automatically signed out to you at the first rehearsal, whether you take it with you or not. From the first rehearsal on, the practice part or folder and the music it contains are entirely your responsibility. After each rehearsal, a librarian will collect any folders left on stands and distribute them 30 minutes prior to the next rehearsal. Any practice part left onstage after the first rehearsal will be returned to the performance library. Folders left on stands should be considered “safe,” however, the folders and the music they contain still remain your responsibility.

Responsibility for your folder, the music it contains, and/or practice parts rests entirely with you, without exception (i.e., if you loan the part to someone else and she/he loses it, you will be responsible for paying the fine for its replacement.)
If you are absent, you must ensure that your folder and the music it contains are present at rehearsal. Do not assume that the Performance Library holds extra copies of your part. For example, if you are sick and you get a substitute, you are responsible for transferring your music to the substitute in time for rehearsal. It’s a good idea to always bring practice parts to rehearsal, in order to mark in any changes.

Marking Music
Only use regular pencil (not colored pencil)! Preferably #2, HB or softer. Do not scribble, mark with pen or colored pencil, tape, glue, staple, or cut parts (see Fines and Fees).

Returning Music
Leave your folder and the music it contains on your stand at the end of the last performance. Do not take the folder with you after the performance!

Practice parts: The cover page will include a note telling you whether or not the part must be returned. Practice parts that must be returned are due the Monday following the performance. Leave it on your stand to be collected or, return it to the Performance Library. The entire part must be returned, unless otherwise stated on the cover page of the part.

If the Performance Library is closed, you may slip practice parts and late folders under the door. Items so returned are considered checked in by the performance library when it next opens.

Audition Excerpts
The Evelyn Sharp Performance Library will supply you with every orchestra excerpt required for Manhattan School of Music Orchestral Placement Auditions.

Audition Excerpts and lists are sent to students via e-mail as attachments in PDF format. You must download the file and print it. If you are unable to do so for whatever reason, you must inform performance library staff immediately. By default, excerpts are sent to your msmnyc.edu account.

It is imperative that you add the performance librarian’s e-mail address to your email address list, so that messages from the Performance Library reach you.

Excerpts are also available for auditions outside of Manhattan School of Music. Excerpt requests can be made via e-mail to Manly Romero, or you may visit the performance library during open hours to make your request.

Fines and Fees
Heavily Marked Part: (i.e., marked with sketches, phone numbers, scribblings, markings with pen): $5
Mutilated Part: (cut with scissors, etc.):
  MSM owned: current list price plus $5 handling fee
  Rental Part: Approx. $15-$30
Late Return of Printed Music: 25¢ per day per part, for up to one week.
Late Return of Practice Part: 25¢ per day (all music for one concert comprises one Practice Part)
Lost Items: One week after due date, items are considered Lost and carry the following fees in lieu of late fees:
  Lost Folder: $5
  Lost Practice Part: $5
  Lost MSM-owned Part: current list price plus $5 handling fee
  Lost Rental Part: Approx. $30 to $50
VIII. Performance Operations Personnel with Contact Information

George Manahan  
*Director, Orchestral Activities*  
Office Location: Room 302

Katharine Dryden  
*Director of Instrumental Ensembles*  
Phone: (917) 493-4547  
Email: kdryden@msmnyc.edu  
Office Location: Room 211

Dr. Mark Broschinsky  
*Orchestra Manager*  
Phone: (917) 493-4433  
Email: mbroschinsky@msmnyc.edu; orchestra@msmnyc.edu  
Office Location: Room 406

Dr. Manly Romero  
*Performance Librarian and Administrative Director of the Contemporary Performance Program*  
Phone: (917) 493-4510  
Email: mromero@msmnyc.edu  
Office Location: Next door to the Peter Jay Sharp Library on the 3rd floor

Kyra Sims  
*Performance Operations Associate*  
Email: ksimms@msmnyc.edu; orchestra@msmnyc.edu  
Office Location: Room 406

Alejandro López-Samamé  
*Orchestral Performance Associate*  
Email: alopezsamame@msmnyc.edu  
Office Location: Room 211