

Central Alberta Chamber Orchestra Musicians' Handbook

Personnel Booking

Louise McMurray is the Personnel Manager. She will book musicians for rehearsals and concerts via the Muzodo app. And will provide links to parts for each musician. Please be sure to check your email for each concert as not all players are needed for every concert. Once you have confirmed your participation in a concert, please plan to attend ALL services for that cycle unless an absence is prearranged with Louise.

Music Preparation

With limited rehearsal time, it is necessary to concentrate on ensemble and issues of musical interpretation and blend during rehearsals. There is not time for players to be practicing their part. Players will be provided with music ahead of each concert cycle and are expected to prepare their parts through individual practice and listening. The concertmaster will communicate with members of the string section regarding bowing well before the first rehearsal.

Call Time for Rehearsals

Musicians are expected to arrive 30 minutes prior to each rehearsal and to be in their seats ready to play 5 minutes prior to the start of rehearsal. The concertmaster shall begin tuning at the scheduled rehearsal start time.

Missing a Rehearsal

With limited rehearsal time, it is vital that all members attend all three rehearsals. At times, it will be necessary for a player to miss a rehearsal due to unforeseen circumstances. If a player must miss rehearsal, they are expected to get a substitute for that rehearsal, and to communicate with the personnel manager as soon as possible. Please make every effort to attend all rehearsals and to be prepared.

Musical Expectations

All players are expected to come prepared to rehearse with parts ready to play. Players are expected to maintain a professional standard of playing that includes excellent intonation, rhythm, tone, and technique. The level of our orchestra depends on all of us making the commitment to maintain the highest level of musicianship possible.

Call Time for Performances

Musicians are expected to arrive 60 minutes prior to performance time, and be in their seats 50 minutes prior to the performance for a quick soundcheck and to address any issues with seating and staging. Doors open to the audience 30 minutes prior to the performance. And musicians are free to leave their seats at that time but need to back in their seats ready to play five minutes prior to the performance. If a player is running late, they are expected to contact the personnel manager as soon as possible. Please make every effort to be on time.

Missing a Performance

If a musician must miss a performance do to an extreme unforeseen circumstance, they are expected to provide a qualified substitute musician and notify the personnel manager immediately.

Professional Etiquette

Please maintain professional behaviour at all times. Limit talking and extraneous noise during rehearsals and performances to a minimum. Musicians are expected to treat each other with respect and dignity at all times