

Village Voices Chorus

Policies and Procedures Manual

Policy Title: Instrumentalists, Vocal Soloists, and Music Specialists Hired for Chorus Concerts

Policy Number: 1 - 2018/19

History: Adopted March 20, 2019
Revised August 4, 2023

1.00 General Purpose

Creating beautiful music is a key purpose of The Village Voices Chorus. The Chorus recognizes that our community concerts can be enhanced and improved by adding non-chorus member instrumentalists, vocal soloists, and music specialists to our performances. The purpose of this policy is to define how the outside musicians and music specialists are selected and paid.

2.00 Selection of Outside Instrumentalists, Vocal Soloists, and Music Specialists

- 2.01 The Conductor has full authority to select the outside musicians and music specialists. The Conductor may consult with the Artistic Liaison for consideration of local musicians.
- 2.02 Many chorus members are talented instrumentalists. At the discretion of the Conductor, a chorus member may be asked to perform as an instrumentalist instead of singing with the chorus.
- 2.03 As determined by the Conductor, music specialists may be needed to perform ancillary functions such as, but not limited to, arranging pieces of music for the chorus, writing out parts for the orchestra when the parts are not otherwise available, and hiring outside musicians to play for the chorus. A music specialist may be a member of the chorus.

3.00 Compensation for Outside Instrumentalists and Vocal Soloists

- 3.01 An amount of \$12,500 will be budgeted each performance season for the fee for services paid to the outside instrumentalists and vocal soloists. This dollar amount may be adjusted based upon a majority vote of the Board of Directors.

- 3.02 The Conductor will determine if funding more than the dollar amount listed in Article 3.01 is needed for the upcoming performance season. The Conductor will notify the Chorus President of the proposed increased dollar amount. The Chorus Treasurer will determine the budgetary impact of the proposed increase. Approval of the proposed increase will require a majority vote of the Directors.
- 3.03 At least 10 days prior to each of the October, December, and March concerts, the Conductor will notify the Treasurer of the names and amounts to be paid to the outside musicians on the day of the concert.
- 3.04 A chorus member selected by the Conductor to perform as an instrumentalist for an entire concert, will be paid in an amount determined by the Conductor.
- 3.05 Chorus members have the option to waive payment for services as an instrumentalist and instead receive notice from the Treasurer of an in-kind contribution.

4.00 Compensation for Music Specialists

- 4.01 At times, it may be necessary to enlist the services of music specialists to perform functions that are outside the normal duties and responsibilities of the Conductor and outside musicians.
- 4.02 The Conductor has full authority to determine the need for the services of music specialists and the amount to be paid for those services.
- 4.03 An amount of \$ 1,500 will be budgeted each performance season to cover the fees paid to music specialists. This amount can be adjusted based upon approval by a majority of the Board of Directors.
- 4.04 The Conductor will determine if funding more than the dollar amount listed in Article 4.03 is needed for the upcoming music performance season. The Conductor will notify the Chorus President of the proposed increased dollar amount. The Chorus Treasurer will determine the budgetary impact of the proposed increase and the President will present a revised annual budget to the Board of Directors for review. Approval of the amount will require a majority vote of the Board of Directors.
- 4.05 At least 10 days prior to each of the October, December, and March concerts, the Conductor will notify the Treasurer of the names and amounts to be paid to the music specialists on the day of the concert.
- 4.06 Chorus members have the option to waive payment for services as a Music Specialist and instead receive notice from the Treasurer of an in-kind contribution.