



ASPEN MUSIC  
FESTIVAL  
AND SCHOOL

# Student Orchestra Manual

2023

# Aspen Music Festival and School

## STUDENT ORCHESTRA MANUAL

Compiled by AMFS artist-faculty and staff, this manual will detail the AMFS educational goals and expectations for our orchestra students, along with the policies and procedures that contribute towards that end. This content has been updated for the 2023 season.

### Overview

The Aspen Music Festival and School's mission is to be the preeminent summer institution of classical music education, performances, and presentations; to be transformational and inspirational for all involved; to be innovative and a catalyst for change in the world of music, while drawing on and respecting its great traditions.

- A school unique in its teaching practice and philosophy, inspiring every student through study and performance;
- A magnet for the highest-quality students, artist-faculty, and guest artists;
- A center for great musical performances, where listeners enrich their enjoyment of music;
- A force for positive change in the world of music.

All in the context of respecting and nurturing the Aspen Idea and the Aspen community, celebrating the union of mind, body, and spirit through the art of music.

### **EXPECTATIONS FOR AMFS ORCHESTRA STUDENTS**

The Aspen Music Festival and School expects all orchestra students to adhere to all rules, regulations, and policies stated in this manual; take responsibility for their own schedule and to put their musical education first; be honest and respectful and ensure that they represent the AMFS well, both on and off campus; interact professionally with colleagues, artist-faculty, conductors, guest artists, and staff; promote excellence on stage and work as a force for positive change in the world of music.

### **AMFS ORCHESTRAS**

**Aspen Chamber Symphony (ACS)** is a chamber-sized symphony comprised of AMFS artist-faculty and students in side-by-side performance. It is led by world-renowned conductors and joined for most concerts by star guest soloists. Repertoire consists of standard and contemporary works for chamber orchestra.

For each weekly concert cycle, ACS has rehearsals on Tuesday, Wednesday, and Thursday with the dress rehearsal and concert on Friday. ACS students will play in repertoire readings led by the ACA conducting fellows on two Saturday afternoons during the season.

**Aspen Festival Orchestra (AFO)** is comprised of AMFS artist-faculty members and students in side-by-side performance. It is led by world-renowned conductors and joined for most concerts by star guest soloists. Repertoire consists of standard and contemporary works for symphony orchestra.

For each weekly concert cycle, AFO has rehearsals on Thursday, Friday, and Saturday with the dress rehearsal and concert on Sunday. AFO students will play in repertoire readings led by the ACA conducting fellows on one Wednesday and one Thursday morning during the season.

**Aspen Conducting Academy Orchestra (ACA)** is comprised of ACA fellowship students and ten to twelve conducting fellows, who play in the orchestra when off the podium, and led by an artist-faculty concertmaster. Students in AFO or ACS may be assigned to play in ACA from week to week depending on repertoire needs. It is guided by Music Director Robert Spano and visiting guest conductors.

Performance activities include weekly orchestral concerts on Wednesday, opera scenes public classes, repertoire readings, and composer readings.

**Aspen Opera Theater and VocalARTS (AOTVA) Orchestra** is comprised of students and led by an artist-faculty concertmaster and world-renowned conductors. Students in AFO or ACS may be rotated into the AOTVA Orchestra to form the orchestra for one of the opera productions in the Benedict Music Tent.

**Aspen Contemporary Ensemble (ACE)** is comprised of eight ACE fellows and led by artist-faculty members Tim Weiss and Donald Crockett. Students in AFO or ACS may be assigned to play in ACE from week to week depending on repertoire needs.

ACE performs on the Saturday afternoon Chamber Music recitals in Harris Hall, along with additional performances scheduled at various venues throughout Aspen. For each weekly concert cycle, ACE has rehearsals on Tuesday, Wednesday, Thursday, and Friday with the dress rehearsal and concert on Saturday.

**Specials** are recitals or special events featuring a guest artist performing repertoire that will require a small ensemble comprised of students and sometimes artist-faculty. These ensembles will typically have 2-3 rehearsals before the performance. Students in AFO or ACS may be assigned to play in a Special.

## **AMFS ORCHESTRA STAFF**

Each orchestra will be assigned an Orchestra Manager, Orchestra Librarian, and Orchestra Stage Manager. They are members of the AMFS seasonal staff— over 100 exceptional employees working at the highest levels of production and arts administration with top professionals in the field. The Orchestra Manager, Librarian, and Stage Manager team is vital to the success of each orchestra and team members should be treated with respect and professionalism.

**The Orchestra Manager** is the point person for all personnel issues, where/when logistical questions, rehearsal order questions, and any last-minute emergencies. They will send emails to the orchestra each week with the roster, rehearsal schedule, and any updates as they arise. Their office is in the Upper Studio Building, room 105.

**The Orchestra Librarian** is the point person for all part related issues. The Head/ACE, ACA, ACA/AOTVA Assistant, AOTVA, and Circulation/Chamber Music librarians work in the Bucksbaum Library. If assigned to any of those ensembles, students will pick up parts in that library. The AFO and ACS librarians work in the Benedict Music Tent Library. If assigned to either of those ensembles, students will pick up parts in that library. Please find library policies and hours of operation on page 11.

**The Orchestra Stage Manager** is the point person for all stand, chair, and equipment issues. Please direct any equipment requests to the Orchestra Stage Manager. Their office is backstage at the Benedict Music Tent.

## AMFS TUNING

All AMFS ensembles tune to A=441.

## AMFS REHEARSAL ETIQUETTE

The AMFS trains its students to be professionals and runs orchestra rehearsals and performances accordingly. Below are general expectations for all students participating in orchestra.

- Arrive 15-30 minutes early to rehearsal and be seated at least 10 minutes before the start time. Double check the bus schedule.
- Be sure to share the warm-up time and be sensitive to those warming up around you.
- Arrive to rehearsal prepared, having listened to at least one recording of the work (preferably with a score) and having practiced your part. Do not sight read at the first rehearsal.
- Understand the library policies (detailed below). Students are required to collect their parts as soon as they are made available. In general, it is expected that students will pick up their parts one week before the first rehearsal. Repeat failure to pick up parts one week before the first rehearsal may result in a disciplinary meeting with the Dean of Students.
- Remember to bring your parts to rehearsals.
- Bring a pencil.
- Be professional and bring your best attitude.
- Cell phone use may be permitted during a long tacet if done respectfully and without causing distraction to the student or their section, and at the discretion of the orchestra manager, faculty principals, and conductor. Cell phone use is prohibited in all other cases, including all performances.
- Refrain from distracting behavior, such as tapping your foot, crossing your legs, chatting with your stand partner or neighbor, or turning around to watch someone play.
- Gum chewing is not permitted.
- Dress professionally. Remove distracting clothing, such as hats, visors, hoods, and sunglasses. Wearing perfume is not permitted.

- Address questions appropriately to your section leader. Use the breaks if possible.
- Section leaders will decide whether the timing is appropriate to ask the conductor, or whether the question should wait. When addressing the conductor, please use “Maestro” or as “Mr. or Ms. Last Name.” Do not use first names unless they have requested it.
- Be on time after the break.
- After each rehearsal, please close your black folder and leave it on the stand.
- String players, please also note:
  - If you mark fingerings in the part that will be used for the performance, outside players should mark their fingerings on top of the notes and inside players on the bottom.
  - Avoid playing double stops unless it is specifically printed “non-divisi.” Divide double stops inside/outside unless otherwise instructed by your conductor, concertmaster, or section leader. Some three note chords can be divided on each stand. In some situations, it will be necessary to divide by person. When in doubt, ask your section leader.
  - If you are on the inside, you are responsible for page turns. Make sure you time the page turns so that you and your stand partner are comfortable.
- Woodwind players, please also note:
  - Making reeds in rehearsals (or performances) should be limited to emergencies only.
  - Refrain from cleaning your instrument or using cigarette paper while a neighbor has something important or difficult to play.
  - Use a swab instead of blowing water out of the keys. Cigarette paper can also be very noisy, so keep this to a minimum.

## REHEARSAL ORDERS

As rehearsals and concerts are part of the educational environment and process, the AMFS is unable to guarantee that specific rehearsal times will be provided for each work. Any change in rehearsal order will be communicated to ensemble members by the orchestra manager in advance of the service. Students who are not assigned to all pieces must plan to be in attendance for the entire service. Students are engaged for the full rehearsal.

## AMFS PERFORMANCE ETIQUETTE

- All rehearsal etiquette applies. Cell phone use on stage is prohibited.
- Close your black folder every time you leave the stage. This will help the librarian and stage crew during any stage changes.
- Be attentive during the bows in case the conductor asks you to stand alone or with your section.
- Leave your music in your black folder on your stand following the performance.

## **PERFORMANCES**

Musicians must check in with the orchestra manager no later than 20 minutes before the performance start time. If musicians perform only on the second half of the performance, the orchestra manager may email a specific call time. The stage and pit will be available to musicians 30 minutes before each performance. If going out on stage or into the pit to warm up or set up, students must be in concert dress. In the Wheeler Opera House, any water bottles or reed cups brought into the pit must have a lid.

With a few exceptions, concerts will be performed with intermission. Intermission is 20 minutes long.

Cases, jackets, and bags are stored in the orchestra dressing rooms backstage in the Benedict Music Tent, Harris Hall, or Wheeler Opera House. In the Benedict Music Tent, these are located to the right if entering the Benedict Music Tent through the Paepcke Terrace back entrance. Cello and bass players may leave their cases along the sides of the Chunnel. Please note that these areas will not be locked.

The backstage areas of the Benedict Music tent and Harris Concert Hall will be closed to the public. Only students, faculty, staff, and guest artists that are working or performing are allowed backstage.

## **PERFORMANCE ATTIRE**

All students should bring the required clothing listed below. The AMFS does not provide attire for loan. If performing in the Benedict Music Tent, the concertmaster will decide if it is too warm for members of the orchestra to wear jackets.

### **Orchestra Concert Dress**

- White or cream long sleeve blouse
- White tuxedo shirt with black bow tie
- White or cream tuxedo jacket
- Black long skirt or black dress pants
- Black dress shoes, black socks (hose optional)

### **Opera Orchestra, ACE, and Specials Dress**

- Black long sleeve dress shirt
- Black jacket (optional)
- Black long skirt or black dress pants
- Black dress shoes, black socks (hose optional)
- Black long gown (optional)

## AMFS Orchestra Assignments and Policies

Winds, Brass, Percussion, and Harp (WBPH) students will rotate through orchestras, including ACA, Opera, ACE, and/or Specials, with Week 2-8 assignments based on the results of their orchestra placement auditions. The orchestra rehearsal schedules have been adjusted to enable WBPH students to easily rotate between all orchestras. Certain WBPH fellows may be designated as non-rotating by faculty (e.g., piccolo, English horn, 3<sup>rd</sup> horn, and tuba fellows may be designated as non-rotating members of AFO).

Non-ACA string students will receive an orchestra assignment of either ACS or AFO following their orchestra placement auditions. They will not rotate between AFO or ACS. They can be rotated from their assigned orchestra into Opera, ACE, and/or Specials. Strings will rotate their seats within their assigned orchestra (more on this below.)

Students are not permitted to make assignment adjustments under any circumstances. If a student has a question or concern about a specific orchestra assignment, they should contact the General Manager in writing, copying their private teacher. Any adjustments will be at the discretion of the Orchestra Faculty Coordinators.

### **WPBH PRE-SEASON ASSIGNMENTS AND PLACEMENT AUDITIONS**

Using students' admissions recordings, WPBH faculty will determine orchestra assignments for Week 1. All WPBH students will receive Week 1 orchestra assignments by email in June. All Week 1 WPBH parts will be available in the Campus Library during Registration.

WPBH students will participate in the orchestra placement auditions to determine their orchestra assignments for the rest of the season. Half Session I assignments will be released to students during Week 1. Faculty will then meet again in Weeks 2 and 3 to set assignments for Half Session II, and those will then be released to students during Week 4.

Late auditions are not recommended and must be requested through a leave of absence at the time of enrollment. Orchestra students who are approved for a late arrival will be scheduled for a late audition time slot on Tuesday, June 27. Students who arrive after this date will be subject to any available seating for the first session and an audition will be granted for second session placement on Tuesday, July 25. In the case of a late arrival, the student understands that any missed opportunities cannot be made up or re-created. The administration will take reasonable measures to ensure optimum use of the student's time while in residence at Aspen. There will not be an opportunity to re-audition for orchestra placement.

### **STRING ASSIGNMENTS AND PLACEMENT AUDITIONS**

String orchestra assignments will be determined based on faculty review of the student's admission audition recordings. String Orchestra Faculty Coordinators will assign students to specific orchestra tracks, which will specify ACS or AFO, and if/when students rotate out of those orchestras to play in Opera, ACE, or any Specials.

All string students will receive their season-long orchestra assignment to either AFO or ACS and their Week 1 assignment by email in June. All Week 1 string parts will be available in the Campus Library during Registration.

**AFO, ACS, and ACE** weekly rosters will be released on the Thursday two weeks before the first rehearsal of that concert cycle. For example, the AFO/ACS/ACE 3 rosters will be released on Thursday of Week 1.

**ACA** weekly rosters will be released on the Tuesday two weeks before the first rehearsal of that concert cycle. For example, the ACA 3 roster will be released on Tuesday of Week 1.

**Specials and Opera** rosters will be released 10 days before the first rehearsal.

## **STRING SEATING AND THE ASSISTANT PRINCIPAL POOL**

Following the results of faculty review of student admission audition recordings, a student can earn a spot in the Assistant Principal Pool. These students are selected to sit assistant principal for a certain number of weeks, matching up with one artist-faculty member principal and then rotating back into the section once a new faculty principal comes into that orchestra, or for one Half Session. The Assistant Principal Pool has an unspecified number of members, encouraging selection based only on students who are qualified. When not sitting Assistant Principal, these students will rotate through the second and third stands, depending on the number of members in the Pool.

All other string players in the section will rotate each week, though exactly where and how will be based on the results of the seating auditions.

## **REQUESTING A RELEASE WEEK FROM ORCHESTRA**

Through the pre-season survey, students can request to be rotated out of orchestra for one week at any point during the summer. This is not related to being excused from orchestra for an illness or injury or requesting a leave of absence. Instead, it can be used as time to focus on chamber music or to perhaps prepare for a recital or professional audition coming up in the fall semester.

All requests must be submitted by the student in the pre-season survey. Requests are not guaranteed and will not be unreasonably denied. If granted, the specific week off will be based on logistical needs and availability and will be made at the discretion of the General Manager. Requests will not be granted for concerto competition preparation to maintain fairness for all students competing. Requests will also not be granted for Half Session students or ACE fellows.

## **CONCERTO COMPETITION WINNERS**

Concerto Competition winners will be cycled out of orchestra during the week of their performance in order to allow them to rehearse with the accompanying orchestra.



## **ATTENDANCE**

Attendance will be taken at all orchestra rehearsals by the orchestra manager. Students are expected to be punctual, which means being unpacked, warmed up, and seated at least 10 minutes before the rehearsal downbeat. For performances, students are expected to check in with the orchestra manager no later than 20 minutes before the performance start time. If a student is going to be late or absent for any reason to any orchestra service, they must contact their orchestra manager. Orchestra rehearsals have priority over all other musical activities, including private lessons, classes, chamber music coachings, and paid or unpaid performances.

An excused lateness or absence is an illness or other related emergency that has been communicated to the orchestra manager prior to the service start time. The student must then submit a doctor's note to the orchestra manager within 7 days of the missed service for the lateness or absence to be considered excused. Artist-faculty members are not empowered to excuse students from any rehearsal.

An unexcused lateness or absence includes oversleeping; missing the bus; going to the wrong rehearsal space; attending or performing in a private lesson, class, chamber music coaching, or unpaid or paid performance; not checking email for any updates to the schedule; forgetting any instruments or music the student will need for that service; not submitting a doctor's note for an illness; or any other last-minute emergencies that were not communicated to the orchestra manager and caused a student to miss or be late to a service. Students will not be excused from rehearsals for religious practices.

Unexcused absences and frequent tardiness will result in disqualification from competition and recital opportunities, and may result in suspension of private lessons, withholding of the security deposit, and/or forfeiture of scholarship. Two unexcused absences may result in expulsion from the AMFS with no refund of fees.

For more information on policies related to COVID-19, please visit the COVID-19 Policies page on the AMFS website for the most up-to-date information:  
<https://www.aspenmusicfestival.com/students-welcome/covid-policies/>

## **ATTENDANCE AS IT RELATES TO PERFORMANCE INJURY**

Temporary rest from practicing and playing is usually recommended when dealing with a performance-related injury. Physical therapy may be recommended and is available in Aspen with therapists familiar with music performance-related injuries. Students who sustain or aggravate an existing performance-related injury while in Aspen must communicate with the Dean of Students, who will consult with the student's private teacher, the AMFS health team, and the student to determine what, if any, musical activities will be permitted. Students unable to resume AMFS activities may be dismissed to tend to their injuries in a focused manner, under their regular medical care.

## **LEAVE OF ABSENCE/EARLY DEPARTURE**

Students are expected to attend Registration, take orchestra placement auditions if required for their instrument, and be in Aspen for the duration of their session. Short-term absences may be approved for extraordinary cases. Except in the case of family emergency, all leaves of absence must be submitted through the student online Status

Page and pre-approved by the Office of Student Services. In taking a leave of absence, the student understands that any missed opportunities cannot be made up or re-created. The administration will take reasonable measures to ensure optimum use of the student's time while in residence at Aspen.

## **SUB POLICY**

Students are not permitted to send a substitute musician to any rehearsal or performance under any circumstances, including illness or injury. If a student will likely have a prolonged absence from an orchestra cycle, it will be up to the discretion of the Orchestra Faculty Coordinators and the Administration to determine whether that student should be removed from the cycle and another student assigned in their place.

## **DOUBLE ASSIGNMENTS**

A double assignment is defined as assignments to two different orchestras rehearsing during the same week(s) but at different times.

For WBPH students, double assignments may need to occur with faculty approval, and for a student to maximize their orchestral experience. This can include an assignment to an opera production in which the student is only required to play on a few numbers. If double assignments occur, these instances will be limited for each student. Participation in orchestra every week is not guaranteed.

String students are exempt from having to play double assignments unless special approval from the student's teacher is received. This would include opera productions, as a student would be assigned exclusively to the opera or to an orchestra cycle.

## **AUXILIARY INSTRUMENTS**

AMFS aims for all woodwind students to have the opportunity to perform at least once on an auxiliary instrument in orchestra (this excludes the auxiliary instrument fellows.)

- Flute Students: It is expected that all flute students will share the piccolo and alto flute opportunities in orchestra. Flute students should bring their own piccolo and/or alto flute if possible. Fellows are expected to bring their own instruments. The ACE flute fellow is expected to bring a piccolo and an alto flute.
- Oboe Students: It is expected that all oboe students will share the English horn opportunities in orchestra. Oboe students should bring their own English horn if possible, as well as the equipment to make new English horn reeds. Bring a device for supporting the weight of the instrument if needed. Fellows are expected to bring their own instruments.
- Clarinet Students: It is expected that all clarinet students will share the B-flat, A, E-flat, and bass clarinet responsibilities in orchestra. Please bring these instruments if possible. Fellows are expected to bring their own instruments. The ACE clarinet fellow is expected to bring an E-flat and bass clarinet.
- Bassoon Students: Not all bassoon students are expected to play contrabassoon in orchestra. However, those that have the ability and interest will be given opportunities. Fellows are expected to bring their own instruments.

If a student has been assigned to an auxiliary woodwind part in orchestra and the student does not have their own instrument, AMFS does have instruments available for students to borrow. It is the student's responsibility to visit the Operations Assistant in the Operations Department located in the Hardy Building as soon as that assignment has been received. The Operations Assistant will then check out an instrument to the student for the duration of the concert cycle. Instruments will not be available to check out for the entire summer.

## NOTIFICATION OF ASSIGNMENTS AND PART AVAILABILITY

Below are the 2023 dates by when students can expect to receive their assignments.

	<b>Strings</b>
Orchestra Assignment + Week 1	June 19, 2023
AFO, ACS, ACE Weekly Rosters	The Thursday two weeks before the first rehearsal.
ACA Weekly Rosters	The Tuesday two weeks before the first rehearsal.
Opera and Specials Rosters	10 days before the first rehearsal.

	<b>WBPH</b>
Week 1	June 6, 2023
Weeks 2-4	June 29, 2023
Weeks 5-8	July 10, 2023

Orchestra Managers are responsible for sending emails to their orchestra with the weekly rosters, rehearsal schedules, and any updates as they arise.

Each orchestra's bowed and prepared parts will be available in the library for musicians to pick up 10 days before the first rehearsal. Digital practice parts will be available on Dropbox as they become available, oftentimes sooner than the 10-day deadline.

## AMFS Music Libraries

The AMFS has two music libraries. The Tent Library is located backstage of the Benedict Music Tent and issues music for Aspen Festival Orchestra and Aspen Chamber Symphony. The Bucksbaum Library issues music for all other performing ensembles as well as chamber music, solo music, scores, and perusal parts.

### **LIBRARY HOURS**

Bucksbaum Library

**Monday:** CLOSED

**Tuesday-Friday:** 9 am-5 pm

**Saturday-Sunday:** 9 am-1 pm

Benedict Music Tent Library

**Monday:** CLOSED

**Tuesday-Friday:** 9 am-5 pm

**Saturday-Sunday:** 9 am-1 pm

### **CHECKING OUT ORCHESTRA PARTS**

Before going to the appropriate library to pick-up music, students should know:

1. Which orchestra they are in
2. What their part assignment is
3. What piece(s) they are playing, and
4. When the first rehearsal is

To check out music, students must sign for it with the understanding that it is a borrowed part and should be taken care of appropriately. WBPH and outside string players are issued original parts. Inside string players have the option of sharing music with their stand partner or requesting a practice copy from their librarian.

Please note that Bucksbaum Campus Library pick-up will be at the window.

### **AT REHEARSAL**

Students should pick up their music before the first rehearsal and must remember to bring it to rehearsal. Students are required to collect their parts as soon as they are made available. In general, it is expected that students will pick up their parts one week before the first rehearsal. Repeat failure to pick up parts one week before the first rehearsal may result in a disciplinary meeting with the Dean of Students.

Students must remember to bring their parts to rehearsals and performances. If music is not picked up in advance, it will be on the stand 30 minutes before the first rehearsal. The black folders used for all ensembles must not be taken from rehearsals or concerts. Parts may also be left after rehearsal, but please leave them in a closed folder on the stand.

### **AT CONCERTS**

Please leave all music and folders on the stand after the performance. Any music not picked up by the librarian immediately after the concert is subject to a fine of \$1 per part, per day. Replacement costs for parts not turned in range from \$25-\$75 or more.

## INDIVIDUAL PART REQUESTS

If a student would like to look at an orchestral part for an audition, or just for fun, they should contact the Circulation/Chamber Music Librarian. The AMFS orchestral catalog has over 1,650 titles. To request a part, students must send an email (requests of up to three parts at a time are permitted) and allow at least three days for the parts to be prepared. Copying of music is not allowed due to copyright policies. The copy machine in the library is not available for student use.

## CHECKING OUT SCORES AND OTHER NON-ORCHESTRAL MUSIC

The library maintains a circulation of scores, chamber music, solo music, vocal music, and books. It functions like an academic or public library, so students may peruse the collection. The online catalog can be found at [chamberlibrary.aspenmusic.org](http://chamberlibrary.aspenmusic.org)

- Students must present their AMFS Student ID to borrow items.
- No more than three items on loan at a time.
- All student library loans are for two weeks.
- Items may be renewed if there is no “hold request” for the item.
- A student borrowing ensemble chamber music will be held responsible for all parts and folders.
- A student checking out ensemble music must take all parts at the time of check-out. Parts cannot be left at the library for another group member.
- Students who have fines or overdue items may not check out additional items.

## HOLD REQUESTS

- Students may place a hold on a checked-out item and will be contacted when the item is returned. One held item is permitted at any given time. The student will then have 24 hours to pick up the request before the item is returned to circulation.
- Hold request items are not renewable.

## RETURNING AND OVERDUE ITEMS

An overdue fine of \$0.25 per day per item will be charged for all late returns. Items must be returned during hours of operation. Students who leave materials by the door, or slide them under while the library is closed, will be fined \$2.00 in addition to any overdue fines.

- Items will not be checked-in unless all parts are in the folder.
- In the event of an incomplete return, the borrower will be charged for a complete set of new parts, plus \$15.00 to cover processing costs.

Library materials will not be available for check-out after the last Wednesday of the season (week eight.)

