



**PHILADELPHIA YOUTH ORCHESTRA  
PHILADELPHIA YOUNG ARTISTS ORCHESTRA  
Louis Scaglione, Music Director & Conductor  
Timothy Fawkes, Conductor, PYAO**

**PERSONNEL POLICY - 2008-2009 Season  
215-545-0502 -- info@pyos.org -- www.pyos.org**

**MEMBERSHIP (AGE REQUIREMENTS)**

- PYO: 13 years of age through 21 years of age.
- PYAO: 10 years of age through 17 years of age.
- Younger or older musicians may be admitted at the discretion of the artistic staff based on the musical needs of the orchestras.

**TUITION**

1. Tuition for the 2008-2009 season is \$965 for PYO and PYAO. A deposit in the amount of \$225 is due at the time of registration. The deposit will be credited towards final tuition payment. Final tuition payment is due at the first rehearsal of the season.
2. If a student participates in more than one PYO program ensemble, the tuition for the second ensemble is \$465.00
3. TUITION IS NON-REFUNDABLE.
4. Tuition remission is available and is based on financial need of the applicant. The applicant must complete an application to be reviewed by the PYO Tuition Remission and Financial Aid Committee. All decisions made by the committee regarding a student's eligibility for financial assistance, and the amounts awarded are final. Please contact the PYO office for more information and to receive an application if you believe you qualify for assistance. All applications and tuition remission/financial aid awards are kept strictly confidential.

**REHEARSALS**

1. All rehearsals, except where noted on the master calendar, are at Saint Patrick Hall, 240 S. 20<sup>th</sup> Street (20<sup>th</sup> & Locust Streets, Philadelphia).
2. PYO: Saturdays from 9:00 a.m. to 12:00 p.m.
3. PYAO: Sundays from 2:00 p.m. to 5:00 p.m.
4. Rehearsals begin promptly. Please be seated and ready.
5. You will be notified of changes or cancellations by email, phone, or by notice distributed the prior week.
6. You are expected to practice all parts and come to rehearsal prepared to play to the satisfaction of the conductor and/or artistic staff.

**ATTENDANCE**

1. Regular attendance at full rehearsals, sectionals and master classes (when scheduled) is required.
2. Attendance at every dress rehearsal and concert is mandatory.
3. It is important that you sign-in at each rehearsal or you will be charged with an unexcused absence.
4. Requests to be excused from attendance at rehearsals or for anticipated lateness must be made in writing in advance. At least one week in advance, sign the absence sheet with date and reason. If you have not signed the absence notification form, you must email or call the personnel manager with your name, instrument, and reason for the absence before rehearsal.
5. All emergency notifications should be called in to 215-545-0502 before 8:30 a.m. on Saturdays (PYO) and before 12:30 p.m. on Sundays (PYAO). Only illness or family emergencies will be considered an excused absence if the notification is less than one week before rehearsal.

6. Absences from rehearsals are excused for the following reasons ONLY: illness, examinations (e.g. SAT exams), family emergencies, auditions, or mandatory school events. Every effort should be made to reconcile conflicts with the orchestra schedule. For example, SAT exams should not be scheduled on a concert weekend.
7. A request for a leave of absence (more than two consecutive rehearsals) or for permission to miss a concert must be made in writing to Maestro Scaglione for PYO and PYAO for his approval at least six (6) weeks in advance. You must submit this written notification to the appropriate personnel manager.
8. A warning by the personnel manager will be given after a student accumulates two unexcused absences, or has accumulated more than three absences (regardless of reason).
9. More than five accumulated absences (regardless of reason) may be considered grounds for dismissal.
10. Excessive absences or habitual lateness will result in dismissal (subject to the discretion of the conductors).
11. All of the above rules apply as well to any scheduled chamber music event to which you have committed.

### **CONCERT DRESS**

- WOMEN: Plain, long (ankle-length) black dress with long (wrist-length) sleeves, or plain, long (ankle-length) black skirt and plain, black blouse with long (wrist-length) sleeves. Harpists, cellists and percussionists may wear black pants or culottes and top with long (wrist length) sleeves. All will wear black stockings and black leather shoes (closed toe), not sandals. No colorful accessories or glittery jewelry. No slit skirts, no deep v- or plunging necklines, no bare backs and no form-fitting clothes. No sheer, net, mesh or see-through material.
- MEN: Black tuxedo or black suit, white (long-sleeve) shirt, black bow tie, black socks and black leather dress shoes.

### **MUSIC**

1. All PYO and PYAO music folders must not leave the orchestra center.
2. Necessary markings and bowings must be made with a pencil. Never use ink or colored pencil!
3. You must carry a pencil in your folder at all times.

### **SECTION LEADERS**

1. The conductor appoints section leaders.
2. Section leaders will arrange the rotation and covering of parts under the guidance of the conductor and after discussion with section members. Section leaders are responsible for ensuring that all parts are properly marked.
3. Section leaders are expected to act as representatives between their section, the Music Director, and Personnel Managers.

### **FACILITIES**

1. Everyone is expected to assist with rehearsal set-up and take-down. This includes instruments, stands, chairs and music. Additional assignments may be made as needed by the conductors, personnel managers and operations managers.
2. You may be asked to assist with loading and unloading for concerts, and with concert site set-up and tear-down.
3. Food and drink are permitted on the 1<sup>st</sup> floor (main rehearsal room) of Saint Patrick Hall only. Please clear the rehearsal area of your personal items and trash before you leave.
4. Food and drink are not permitted on the 2<sup>nd</sup> or 3<sup>rd</sup> floors of Saint Patrick Hall.

### **UNION MEMBERS**

- Union musicians who are members of PYO and PYAO perform on an amateur basis only.

### **DISMISSAL (SUBJECT TO THE DISCRETION OF THE CONDUCTORS)**

1. Absent from dress rehearsals or concerts without advance (six weeks) written notice to and written approval from the conductors.
2. Lack of adequate musical preparation or progress.
3. Conduct reflecting unfavorably on the orchestra program.
4. Excessive absences (for any reason) or habitual lateness.
5. Non-fulfillment of financial obligations.
6. Non-compliance with other aspects of the above policies.