ARS MUSICA

NEW HORIZONS
exploring music that pushed the boundaries of art and culture

ARS MUSICA
James Kennerley, Music Director
P.O. Box 525 Paramus, NJ 07653

2017-2018 SINGER INFORMATION & POLICIES
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WELCOME

Welcome to Ars Musica and to our 52nd season! We're so glad you're here. Whether you're joining us for the first time or after many years of membership, we hope you'll find some useful information here. If you have any questions not answered here, please don't hesitate to let us know.

It’s my particular pleasure to write this message to you at the start of my first season with Ars Musica. AMC has a reputation for excellence - our performances are second to none. But it also fosters an environment of fun, friendship, and a love for music (and food!) that is rare in such an ensemble. Those characteristics were obvious from my very first encounter with the group during my audition, and I’m truly grateful to our fabulous staff, board of directors, and to YOU, the most important part of Ars Musica, for making that so. We have a fabulous season ahead of us and I can’t wait to share this wonderful music with you and with our audiences. In addition to performing with the New Jersey State Children’s Chorus, our sister organization, and the award-winning Adelphi Orchestra, we are also planning to increase our audiences, our patron base, and our education and outreach in Ridgewood and beyond. It’s going to be an exciting year!

With my very best wishes,

James Kennerley
Music Director
Additional Singer Information and Policies:

Below is a summary of the salient points of this information. A more detailed informational document is available upon request. Please contact Cecilia Doris, Membership Director, or any board member.

- Ars Musica is a public nonprofit corporation 501(c)(3)
- Ars Musica has a board of directors which consists primarily of elected members of the chorus.
- The Bylaws define the organizational structure, as well as the rules for membership and the rights and responsibilities of members. Copies of the bylaws are available electronically.
- An annual meeting of members provides a venue for members to learn about our finances and vote on important matters, including the election of board members.
- Ars Musica must get board approval, and sometimes member approval, before taking important actions or making key decisions.
- The board is the primary decision maker for the chorus and is responsible for overseeing its management. It is also responsible for overseeing fundraising projects, etc.
- A nominating committee is responsible for nominating board members; however, nominations from the floor can occur during the annual meeting.
- Board meetings are open to the membership and minutes are posted in the Members-only section of arsmusica.org
WHO'S WHO IN ARS MUSICA

Board of Directors

Mark Kantrowitz, President
Peggy Brizzolara, VP of Operations
Paul Donohoe, VP of Finance
Nicholas Bell, Treasurer
Marjorie Winters, Recording Secretary
Cecilia Doris, Membership Director

Daniella Ashbahian
Sandra Barr
Dennis Brizzolara
Dick Cantor
Joseph Christensen
Linda Glassgal
Bill Kempey
Dejah Olsen

Staff

James Kennerley, Music Director
Alexis Rodda, Managing Director
Nadezhda Christova, Accompanist

Section Liaisons

Your section liaison is your contact person for just about anything you might need to know. If they can't answer your question, you can be sure they can tell you who can. They're also the people to notify if you need to miss a rehearsal since, among other things, they are the designated chorus attendance-takers. There are also lots of other people who will be happy to help if you have any other questions or concerns.

Carol Serventi / Soprano Section Liaison
gmacarol@optonline.net

Kaat Higham / Alto Section Liaison
khigham@verizon.net

Jonathan Brizzolara / Tenor Section Liaison
brizzojo@gmail.com

Clemens Bertram / Bass Section Liaison
clemens.bertram@gmail.com

Cecilia Doris / Membership Director
cdoris1@gmail.com

Mark Kantrowitz / Board President
mark.kantrowitz@verizon.net

James Kennerley / Music Director
james@arsmusica.org

Alexis Rodda / Managing Director
alexis@arsmusica.org
REHEARSALS & ATTENDANCE

Rehearsals are on Tuesday evenings, 7:30–10:00pm at the Unitarian Society of Ridgewood, 113 Cottage Place, Ridgewood, NJ, September 12, 2017 through May 15, 2018. Singers will be notified at rehearsal and by email of any changes to the rehearsal schedule. Please note that dress rehearsals and chorus retreats take place outside of this weekly schedule. A full rehearsal schedule can be found online at www.arsmusica.org/member-calendar/

Participation in concerts is contingent upon rehearsal attendance. Singers are expected to attend rehearsals in their entirety, and attendance is mandatory at both the regular rehearsal during a concert week and the dress rehearsal. Singers are also expected to attend the Annual Meeting of Members of Ars Musica on Tuesday, January 9, 2018, to be held during a portion of the normal rehearsal block. We recognize that work and family commitments may sometimes interfere with rehearsal attendance. Please complete a Singer Commitment Form and notify your Section Liaison if you will be unable to attend a rehearsal. More than three missed rehearsals in any given concert cycle will necessitate special permission from the Music Director to sing in the performance.

DUES

Membership dues for the season are $225, which this year will include a fall recital given by the Encore Young Artists. Dues may be paid via check made out to Ars Musica Chorale, PayPal or in person by credit card. Dues are non-refundable and should be paid by September 30. Special arrangements due to financial hardship can be confidentially made with Ars Musica's Treasurer, Nick Bell, or Managing Director, Alexis Rodda. No qualified singer will be barred from participation due to inability to pay.

SCORES

Scores for each concert cycle will be available for purchase prior to the beginning of each rehearsal period. Once purchased, scores remain the property of the singer.

CONCERT ATTIRE

In order to present a cohesive classic appearance, guidelines for women are a long ankle-length black skirt or palazzo or flowing pants, (slacks are not permitted), long-sleeved black top with a modest neckline, black stockings, and black closed-toe shoes. Dress should be formal and modest, with minimal or no jewelry. Men wear white tuxedo shirts with black tuxedos, bow ties, and cummerbunds. Certain events sometimes call for special attire. Ample notice will be given in rehearsal and via email on such occasions. Please be courteous in avoiding scented materials, as many members have allergies to such fragrances.

CONCERT TICKETS

For each concert cycle, each member is encouraged to make every effort to sell as many tickets as possible. Although mandatory ticket sales are not required, it is hoped that each member will sell at least 3 tickets per concert.
COMMITTEES

Committees are an important part of Ars Musica’s culture. Members are encouraged to join a committee and get involved in the behind-the-scenes work that keeps Ars Musica thriving. To learn more about committee work, please contact the Committee Chairperson listed below or the Vice President of Operations, Peggy Brizzolara. The committees of Ars Musica include:

1. Hospitality Committee
   a. Chairperson: Marjorie Winters marjorie.winters@gmail.com
   b. Coordinate food and beverage signup lists with Managing Director, as well as event setup and cleanup personnel, for monthly rehearsal refreshments, concert receptions and retreat breakfasts

2. Gala Committee
   a. Chairperson: Daniella Ashbahian dmashbahian@gmail.com
   b. Auction- research, apply for, and organize items for silent auction
   c. Event Management- create event program book, setup and cleanup of silent auction

3. Ticket Sales Committee
   a. Chairperson: Alexis Rodda alexis@arsmusica.org
   b. Assist with ticket sales during rehearsals and before concerts; must have a portable device such as laptop or tablet

4. Grants Committee
   a. Chairperson: Alexis Rodda alexis@arsmusica.org
   b. Research potential grant opportunities and assist Managing Director and Grant Consultant with materials (collection, organization, review)

5. Program Ads Committee
   a. Chairperson: Joseph Christensen joseph.m.christensen@gmail.com
   b. Research potential advertisers (including previous ads from 50th Anniversary Ad Journal and recent program books), collect advertisements for program book, and maintain database of advertisers

6. Riser Committee
   a. Chairperson: Dick Cantor dcantorrsc@verizon.net
   b. Responsible for setup and breakdown of risers for every concert

7. Marketing Committee
   a. Chairperson: Alexis Rodda alexis@arsmusica.org
   b. Develop and implement a marketing plan, develop materials to market all events and concerts, and draft press releases and other written communication to media and website outlets

8. Planned Giving Committee
   a. Chairperson: Alexis Rodda alexis@arsmusica.org
   b. Identify prospective planned-giving donors, cultivate assigned qualified prospects, and assist in securing planned-gift commitments

9. Board Development Committee
   a. Chairperson:
   b. Oversee the identification, recruitment, orientation, and retention of Board members outside of the membership
SPECIAL EVENTS
Ars Musica hosts several special events throughout the year, providing opportunities both to enjoy one another's company and to support Ars Musica's mission through fundraising. Members are encouraged to attend these “extracurricular” events and to invite their friends and family. This season's special events will include a Recital by our Encore Young Artists on Sunday, October 15, 2017, two Masterclasses with our Encore Young Artists, and a fabulous Gala in the spring. Save the dates!

ADDITIONAL TOOLS
More information and learning tools will often be posted on our website in the Members Only section for your use. Please visit us online at www.armsusica.org for things such as our member calendar, an up-to-date rehearsal schedule, and learning tools to aid in your musical preparation.

COMMITMENT FORM
All singers are asked to complete and sign a season commitment form, affirming their commitment to rehearsals and performances. Signed forms must be submitted to your section liaison.

PHOTO RELEASE
All singers are asked to complete and sign a photo release form. Signed forms must be submitted to your section liaison.
2017-2018 REHEARSAL & PERFORMANCE SCHEDULE

There will be no rehearsals held on the following Tuesdays:

*December 12, 2017*  *December 19, 2017*  *December 26, 2017*  *January 2, 2018*

ANNUAL MEETING OF MEMBERS OF ARS MUSICA

January 9, 2018  During Rehearsal  7:30-10:00pm

ANNUAL GALA AND SILENT AUCTION

Stony Hill Inn  Friday, April 13, 2018

RETREATS

October 14, 2017, 10:00am-3:00pm  Fall Chorus Retreat at Bethlehem Lutheran Church
November 18, 2017, 10:00am-3:00pm  Holiday Chorus Retreat at Bethlehem Lutheran Church
February 3, 2018, 10:00am-3:00pm  Winter Chorus Retreat at All Saints Episcopal Church
March 24, 2018, 10:00am-3:00pm  Spring Chorus Retreat at All Saints Episcopal Church

DRESS REHEARSALS

November 9, 2017, 7:30pm-10:00pm  Dress Rehearsal at Bethlehem Lutheran Church
December 7, 2017, 7:30pm-10:00pm  Dress Rehearsal at Bethlehem Lutheran Church
March 1, 2018, 7:30pm-10:00pm  Dress Rehearsal at Bethlehem Lutheran Church
May 17, 2018, 7:30pm-10:00pm  Dress Rehearsal at West Side Presbyterian Church

PERFORMANCE SCHEDULE

October 29, 2017, 12:30pm-3:00pm  Reformation Sunday Celebration
  1:30pm at Bethlehem Lutheran Church
November 11, 2017, 6:30pm-9:30pm  Rachmaninoff: All Night Vigil and Barber: Agnus Dei
  7:30pm at Bethlehem Lutheran Church
December 9, 2016, 6:00pm-9:00pm  Holiday Celebration
  7:00pm at Bethlehem Lutheran Church
March 3, 2018, 6:30pm-9:30pm  Poulenc: Stabat Mater and Gershwin: Porgy and Bess
  7:30pm at Bethlehem Lutheran Church
May 19, 2018, 6:00pm-10:00pm  Bach: B Minor Mass
  7:00pm at West Side Presbyterian Church
NOTICE TO ALL MEMBERS AND EMPLOYEES

Equal Employment Opportunities

Ars Musica Chorale, Inc., and its subsidiaries strive for equal employment opportunities for all employees and is committed to providing a healthy and safe work environment free of discrimination for all employees and members. Preventing discrimination begins with respect and adherence to the law. Therefore discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies, is strictly prohibited.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws is also strictly prohibited. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with another party’s work performance or experience or creating an environment that is hostile, intimidating or offensive to such party.

Sexual advances; physical conduct of a sexual nature; sexual or racial jokes; racial, ethnic, national origin, or disability slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee’s or volunteer’s work environment is considered harassment and is strictly prohibited.

To promote equality, Ars Musica Chorale, Inc. and its subsidiaries will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluation, promotion, demotion, assignments, transfer, recruitment, layoff, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

This policy applies to every person in the workplace including volunteers and at Ars Musica Chorale’s sponsored activities no matter his or her authority or position. Violators of this policy are subject to investigation and discipline including, but not limited to, termination or suspension of membership.

When Discrimination is Experienced or Suspected

If you are discriminated against in the workplace, you are required to report it immediately to the President or Vice-President. If you know of or suspect discrimination to another person, including harassment, report it to the President or Vice-President. Employees and applicants are protected for filing a complaint of discrimination or assisting in an investigation of discrimination.

If these avenues of reporting are not satisfactory to you, then you can direct your questions, suggestions, problems, or complaints to the President or Vice-President. If for any reason you do not want to discuss the matter with these individuals report to any other member of the Board of Directors.

If warranted, Ars Musica Chorale, Inc. or its subsidiaries will investigate credible allegations of discrimination, including harassment. Ars Musica Chorale, Inc., and its subsidiaries may use third parties to assist in such investigations. All employees and members have a responsibility to cooperate fully in any investigation. Finally, any employee or member who makes a knowingly false claim of discrimination will be subject to discipline.

P.O. Box 525, Paramus, NJ 07653-0525
www.arsmusica.org | info@arsmusica.org
Ars Musica Chorale, Inc., is a 501(c)(3) non-profit organization
Employment At-Will

If you are an employee of Ars Musica Chorale, Inc. or its subsidiaries, you are considered an at-will employee and nothing in this Member Handbook shall constitute a contract guaranteeing employment or compensation for any specific period of time.

As an at-will employee, you or Ars Musica Chorale, Inc. or its subsidiaries can terminate your employment relationship with or without cause or reason, and with or without notice, at any time. Nothing contained in any handbook, workplace policy or work rule of Ars Musica Chorale, Inc. or its subsidiaries and no verbal statements or promises shall alter the at-will employment relationship between Ars Musica Chorale, Inc. or its subsidiaries and you or restrict the option of Ars Musica Chorale, Inc. or its subsidiaries to terminate the employment relationship. Furthermore, no manager, supervisor, or other organization representative, including any representative with hiring authority, other than the President or Vice-President has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above. Further, any employment agreement that contradicts your at-will status must be entered into by the President or Vice-President and will not be enforceable unless it is in writing.