



## **GRAND TETON MUSIC FESTIVAL 2019 GENERAL MUSICIAN TERMS**

### **I. Compensation Terms**

#### **Orchestra Honorariums**

\$575 – Concertmaster

\$475 – Principal

\$450 – Section member

Weekly honorariums are based on six services per week; four 2.5-hour rehearsals and two concerts.

#### **Additional Honorariums**

\$50 – Extended orchestra rehearsal (3-hours)

\$75 – Additional orchestra rehearsal

\$100 – Additional orchestra concert

\$125 – Chamber Music night (either Tuesday or Thursday)

\$150 – Festival performance outside Walk Festival Hall

#### **Travel Allowance**

\$575 – Standard

\$250 – Regional musician (CO, ID, MT, UT, or WY) playing for one week only

#### **Airline Cartage**

You may be eligible to receive a cartage allowance based on actual airline costs related to the transportation of heavy and/or large musical instruments, not to exceed the value of a standard travel allowance. Examples include an airline ticket or excess baggage fee for transportation of your instrument. This allowance is applicable to additional costs related to air travel only and does not apply to luggage or personal items. Submit all cartage allowance requests with a copy of the airline receipt to Mike Richards, Outreach and Operations associate, at [mike@gtmf.org](mailto:mike@gtmf.org).

#### **Payment Schedule**

You will be paid in full at the first orchestra rehearsal of your first week in residence, provided that your signed Letter of Agreement and completed Form W-9 are on file. This includes payment of any orchestra honorariums, additional honorariums, travel allowance, and housing credits, if applicable.

If you are unable to complete any services for which you have already been paid due to an emergency situation or other extenuating circumstances, an equitable adjustment to your payment may be made on a case-by-case basis. If you have any questions related to payment or feel a calculation has been made in error please contact Mike Richards, Outreach and Operations Associate, 307.732.9955 (office), 619.993.2632 (cell), [mike@gtmf.org](mailto:mike@gtmf.org)

## **II. Scheduling Terms**

### **Festival Orchestra Rehearsal Schedule**

Rehearsals are Tuesday afternoons 1:30 pm–4:00 pm, and Wednesday, Thursday, and Friday mornings 10:00 am–12:30 pm, except as noted below. Friday morning rehearsals are open to the public.

### **2019 Rehearsal Schedule Exceptions**

NONE

### **Festival Orchestra Concert Schedule**

Fridays at 8:00 pm and Saturdays at 6:00 pm

### **2019 Concert Schedule Exceptions**

Week 1: Thursday, July 4 at 6:00 pm (Patriotic Pops)

Week 4: Wednesday, July 24 at 6:00 pm (Family Orchestra Concert)

All rehearsals and concerts take place at Walk Festival Hall, 3330 W. Cody Ln., Teton Village, WY 83025.

All scheduled rehearsals and concerts are mandatory. If you miss a scheduled service or a conflict arises because of an emergency situation or other extenuating circumstances, please contact:

*Richard Brown, Orchestra Personnel Manager. 832.687.4220 (cell), [richard@gtmf.org](mailto:richard@gtmf.org)*

*Mike Richards, Outreach and Operations Associate. 307.286.2322 (cell), [mike@gtmf.org](mailto:mike@gtmf.org)*

### **Rehearsal Structure**

Two-hour rehearsals allow for one 15-minute break occurring by all best efforts to begin by the 70th minute of rehearsal. Rehearsals may be condensed to 90 minutes without a break at the Music Director's discretion.

Two-and-a-half-hour rehearsals allow for one 20-minute break occurring by all best efforts to begin by the 90th minute of rehearsal.

Three-hour rehearsals allow for one 30-minute break, or two 15-minute breaks, or one 20-minute break and one 10-minute break. The first break should occur by all best efforts to begin by the 90th minute of rehearsal. If the combination of one 20-minute and one 10-minute break is used, the final 10-minute break may be applied to the end of rehearsal with the rehearsal concluding at two hours and 50 minutes.

Two-and-a-half-hour rehearsals are considered standard; three-hour rehearsals are scheduled only under special circumstances.

### **III. Policies**

#### **Honorariums, Allowances, and Taxes**

In accordance with the Letter of Agreement, each Festival Musician is an independent contractor and not an employee of Grand Teton Music Festival. Musicians will receive a Form 1099 from GTMF at the end of the calendar year detailing all taxable income, including all honorariums and allowances.

It is our recommendation that each musician consult an accountant in regards to this policy, as expenses incurred for travel to the Festival and any business expenses incurred during your residence ought to be deductible for income tax purposes.

Any credit or compensation received in connection with housing is not classified as taxable income and will therefore not be reported on Form 1099.

#### **Housing Balances**

GTMF housing policy requires a credit card number on file for all Festival participants. If you are checking in with JHRL, they will also require a credit card imprint for damages. If you have a housing balance due to GTMF, you will receive an invoice at your first orchestra rehearsal. Payments can be made by check or credit card and are due by Friday of your first week in residence. Otherwise payment will be charged to the credit card on file. You can make housing payments by check at the GTMF office. Please note our office has moved and is now located in the town of Jackson at 175 South King Street, Suite 200, Jackson, WY 83002.

If you have a housing credit due, you will receive this payment at your first orchestra rehearsal along with your honorarium and travel allowance.

#### **Recordings Policy**

Your performances at the Grand Teton Music Festival will be recorded live and may be videotaped or photographed as authorized by GTMF. No additional remuneration will be paid for use of these images and/or recordings, provided that the use is for GTMF archives, marketing, promotion, or any noncommercial purpose. If GTMF uses or releases images and or recordings of any portion of a performance or rehearsal in which you participate for a commercial purpose for which GTMF receives compensation (e.g., television broadcast, or production of a CD or DVD for sale to the public), you will receive remuneration at a rate to be mutually agreed upon between GTMF President & CEO and the Orchestra Players' Committee.

All Festival concert recordings, excluding the GTMF Presents series, will be made available online to Festival Musicians for downloading or streaming at the following link:

<http://listen.gtmf.org>

Username: music

Password: music

If a Festival musician prefers a chamber music piece on which they performed not be made available online, this must be indicated on a Recording Consent Form and submitted to Brian Kemble, Associate Recording & Audio Engineer. If a chamber music piece is not made available online at the request of a performer, other members of the respective ensemble may request a personal CD copy of the recording. There is a \$5 fee for all CD copy requests.

### **Musician Standards**

Musicians who have participated in the Grand Teton Music Festival in at least three of the last four years, with a total of at least nine weeks of participation, and about whose playing the Music Director has considerable concerns, shall be given written notice of these concerns from the Music Director.

Such participants may request a meeting in person with the Music Director to discuss these concerns. During this meeting the participant may be accompanied by one member of the Orchestra of his or her own choosing. The Music Director may be accompanied by a member of GTMF administration.

The player will be given a reasonable opportunity of orchestra participation under the direct evaluation of the Music Director to correct or modify the written concerns. If, after the evaluation period, the Music Director still feels these concerns have not been remedied, the participant may then be demoted or terminated and will be given written notice of such.

### **Substance Abuse Policy**

The use of illegal drugs is incompatible with participation in the Grand Teton Music Festival. To that end, GTMF has established the following substance abuse policy. Violations of this policy are subject to disciplinary action up to and including dismissal.

- a) It is a violation of GTMF policy for any employee or independent contractor to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the use of illegal drugs.
- b) It is a violation of GTMF policy for anyone to report to work under the influence of illegal drugs or alcohol.
- c) It is a violation of GTMF policy for anyone to use or supply prescription drugs illegally.
- d) It is a violation of GTMF policy to consume alcohol or illegal drugs while on the job.

### **Harassment and Sexual Harassment Policy**

GTMF is committed to maintaining a work environment where every employee and independent contractor is treated with respect and dignity. All employees and contractors have the right to work in an atmosphere that promotes equal opportunity and prohibits discriminatory practices and treatment, including sexual harassment. At GTMF, sexual or other harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) when:

Submission to, or rejection of, this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; and/or this conduct interferes substantially with an individual's employment or creates an intimidating, hostile, or offensive work environment.

This policy covers all employees and independent contractors of GTMF. GTMF will not tolerate, condone or allow sexual harassment or harassment based on an individual's race, color, gender, sexual orientation, national origin, religion, disability, or age.

GTMF encourages verbal and/or written reporting of all incidents of sexual harassment, whoever the offender may be. It is the obligation of each and every employee or contractor to report such incidents. Individuals who believe they have been subjected to, or witnessed sexual or other harassment, must report the incident to the President/CEO. If the individual is not comfortable reporting the incident(s) to the President/CEO, the individual should file a complaint with the Vice President of Advancement. If the individual is not comfortable with either the President/CEO or the Vice President of Advancement, then the individual should report the claim to the Chair or Vice Chair of the Board of Directors.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

Complaints of harassment will be investigated promptly, impartially, and in as confidential a manner as possible. Retaliation against any employee or independent contractor for complaining about harassment or for participating in an investigation is strictly prohibited.

Violations of this policy will result in appropriate disciplinary action including immediate termination and/or dismissal.