



## **BAND MEMBER HANDBOOK**

The Marquette City Band (MCB) is a diverse group of musicians with a shared goal to perform artistically engaging concert music for the Marquette community and to carry on the proud tradition of a community band that has existed in Marquette for more than a century. The Band provides an opportunity for community members to continue performing high level traditional and contemporary band repertoire beyond their high school and college years. It also provides high school and college level musicians experience playing with experienced musicians in an advanced ensemble. The Marquette City Band presently has well over 100 active musicians on its roster.

As a 501(c)(3) non-profit organization, the Marquette City Band has a mission to establish a cultural resource for the Marquette community. To meet this goal, we strive to:

- Provide an opportunity for musicians to rehearse and perform quality symphonic band literature and to provide musical programs of the highest standards for our audiences.
- Provide our musicians positive and creative experiences and social opportunities as members of the Band.

### **Support**

The Marquette City Band receives generous financial support from the Marquette community with donations at our concerts and from our long-standing benefactors:

City of Marquette and Marquette Arts and Culture Center  
Michigan Arts and Culture Council  
National Endowment for the Arts  
Kaufman Foundation  
Ray and Peg Hirvonen Foundation  
Northern Michigan University -- in-kind service and facilities support

### **Governance**

The Marquette City Band is governed by a Board of Directors elected by the Band membership that is responsible for the business and cultural affairs of the Band. The Board of Directors is composed of the President, Vice-President, Secretary, Treasurer, and members-at-large (including a "student" and a "community" representative). The Marquette City Band's By-laws are available for review on our website with specific information regarding the governing officers' duties and responsibilities. The board generally holds meetings monthly. Any member of the band is welcome to attend meetings of the Board of Directors. The Board will communicate with the Band via emails regarding any significant issues or updates.

**Board Members (2024):**

Gordon Erickson - President  
 Matt Mitchell - Vice-President  
 Christie Deloria - Secretary  
 Beth Wilson - Treasurer  
 Trisha Vickers - Member-at-large  
 Kate Kasten - Member-at-large  
 Jondular Schertz - Member-at-large - Student member  
 (vacant position) - Member-at-large - Community member  
 Dr. Stephen Grugin - Music Director/Conductor - Ex-officio member

**Additional Leadership Positions (2024):**

Kris Bray – Personnel manager  
 Patty Roti – Librarian  
 Beth Wilson – Bookkeeper  
 Christie Deloria – Chief Grant Writer  
 Sarah Rehborg – Social Media Manager (Facebook)  
 Jondular Shertz – Social Media Manager (Facebook/Instagram)  
 Kate Kasten – Website Administrator  
 Seth Milano – Percussion Instrument/Equipment Manager  
 Matt Mitchell – Instrument Manager  
 Jodi Lanciani – Print and Media Advertising Coordinator  
 Todd Noordyk – Broadcast Media Promotions Coordinator  
 Ray Dollar – Sound Engineer  
 Josiah Smith – Videographer and Live-Streaming Producer

**Music**

**Literature selection** - The band's repertoire for each concert is chosen by the Artistic Director/Conductor. Suggestions on literature selection should be directed to Dr. Grugin.

**Distribution** - The Librarian distributes the music in numbered music folders at the first rehearsal. It is the responsibility of the members to keep track of their music. Additional music will be passed out in subsequent rehearsals. You will be responsible to turn in your music in alphabetical order at the last concert to your section leader prior to receiving your paycheck. Please contact the Librarian if you have questions or concerns regarding the music.

**Auditions/Placement**

An audition will be required for initial membership in the band. Those auditioning will be asked to play a solo or etude with contrasting styles, and will also be asked to sight-read. They will also be asked to play scales to determine range. Seating in the section will be determined by the Director.

### **Principal Players/Section Leaders**

These individuals are an asset to the Director and a resource for the performers. The **Principal Player** is generally the “1<sup>st</sup> chair player” and leads the section musically, often performing the solo parts and guiding the section in musical/performance aspects. **Section leaders** will serve their sections by answering rehearsal and concert related questions. They will help keep track of section member availability, make seating adjustments to cover parts when needed, and notify the Personnel Manager and Director of any issues. They may also coordinate any social related activities.

The **Section Leader** may not necessarily be the Principal Player. If the Principal Player would prefer not to handle the duties of a section leader, then the Principal Player or Director can initiate that discussion with the section and another person can be appointed.

### **Concert/Rehearsal Schedule and Musician Availability**

You will receive an email from our Personnel Manager prior to our concert seasons with a schedule of rehearsals and concerts. We will be asking for your availability and your contact information.

The Marquette City Band performs several concerts in the **Summer Season from June through August**. Performances are generally every other Thursday evenings from 7:30 to 8:30 pm. The Summer Concert Series is held at Presque Isle Park except for the 4th of July concert which is at Mattson Park at the Lower Harbor. Additional special concerts may be held, such as at Bay Cliff Health Camp in Big Bay or at area nursing homes/assisted living facilities. **Rain venues are sometimes designated** for the summer concerts.

**Rehearsals** begin in late May and are usually held on Tuesday evenings from 7:00 to 9:00 pm (and occasionally Thursdays when there is not a scheduled performance). Rehearsals are held in the Band Room (room 252) at NMU’s Thomas Fine Arts Building.

The Band also typically performs a **Winter Concert in February and a Spring Concert in April**. There are approximately 5-6 rehearsals prior to each concert. The rehearsals are in the NMU Band Room and the concerts are held in Kaufman Auditorium at Graveraet School or Reynolds Recital Hall at NMU.

### **Rehearsal Attendance**

The Band’s rehearsal time is limited and valuable so it is important that you attend all the rehearsals that you have committed to at the beginning of the concert season. However, if your availability or schedule changes please notify the Personnel Manager and your Section Leader.

### **Band-Owned Instruments**

While most individual musicians will be responsible for providing their own instruments, the band does own a number of specialty woodwind and brass instruments in addition to a complete array of percussion instruments. Please contact the Director if you need to borrow an instrument that is owned by the band.

### **Band Member Compensation**

Band members are paid for rehearsals and most “summer series” (Presque Isle) concerts. If, however, you wish to “play without pay,” please inform the treasurer. You will be issued a check at the end of the season which you would endorse and make payable to the “Marquette City Band.” Members do not receive pay for special concerts such as the Bay Cliff Health Camp concert or the winter and spring rehearsals or concerts.

### **Health Related Protocol**

Marquette City Band will adhere to health protocol guidelines as suggested by the State of Michigan and the Marquette County Health Department.

### **Concert Attire**

**Summer outdoor concerts - Everyone:** white shirts/tops with sleeves (short or long, depending on the weather), black skirts/pants, black socks and shoes. Attire may be casual, but should have a neat appearance (no t-shirts or jeans). Men’s shirts should have collars; women’s skirts should extend below the knees. If hats are worn they should be “neutral” in color and not display any prominent design.

**Winter/Spring indoor concerts** - “Concert black.” **Women:**  $\frac{3}{4}$  or long sleeves, calf-length or longer skirt or dress, or dress pants, and black stockings or leggings and black shoes. No bare legs. **Gentlemen:** black tux or equivalent (black sport coat and pants), long-sleeved white collared shirt with black bow tie, and black shoes and socks.

Questions about attire can be directed to section leaders.

### **Communications and Schedule Changes**

Communication and any schedule changes will be relayed to the members of the band through email and our Facebook site.

### **Assistance from Volunteers**

The Marquette City Band needs volunteers to assist with collection of donations during our concerts, passing out programs and assisting with Afterglow or other social events we sponsor for the band and the audience. Historically, family members and children of our band membership have been helpful in this support.

### **Band Culture and Member Responsibility**

To maintain a positive, supporting and accepting band culture, each band member is expected to support and advance the tenets of diversity, equity, inclusion, access and belonging. By acting together, we maintain and further enhance our ability to reach a place of belonging for everyone and those we serve. Diversity promotes creativity and innovative solutions, increases well-being and organizational effectiveness, and gives the Band a stronger platform by which we recruit and retain talented musicians and artists. We envision a safe and inclusive band atmosphere where all members are treated with civility, dignity, and mutual respect; where all members feel welcome, supported and valued; and where all members are inspired to excel.

**Reasonable Accommodations**

A current or prospective band member with disabilities can request and be provided reasonable accommodation so that they are able to participate in band functions. A reasonable accommodation is a modification or adjustment that enables a qualified musician with a disability to audition, rehearse, and perform and otherwise enjoy the benefits of being a member of the Marquette City Band. There are three categories of reasonable accommodations: a) modifications or adjustments to the audition process that enable a qualified musician to gain entry into the band; b) modifications or adjustments to the rehearsal or performance environments, and c) modifications or adjustments that enable musicians with disabilities to enjoy equal benefits and privileges of being in the band as are enjoyed by similarly situated musicians without disabilities. If you or a prospective band member need a reasonable accommodation, please reach out to any of the Marquette City Band Board of Directors or the Band Conductor to make a request. These requests will be handled promptly and confidentially.

**Press Release Agreement**

By participating in this ensemble, you authorize the Marquette City Band to publish any video or photograph taken of you while in rehearsals or any performances of the ensemble for advertisements and promotional purposes.

*Revised May 7, 2024. The Marquette City Band Handbook will be reviewed and revised by the Board of Directors annually or as needed.*