

ANU Jazz Orchestra Guidelines

Statement

The ANU Jazz Orchestra is the flagship instrumental jazz ensemble of the Australian National University and the School of Music. It is committed to presenting musical performances at the highest level, giving a creative outlet to students at the School of Music, and the University more broadly. It aims to increase awareness of, and participation in, jazz music in the Australian Capital Territory through its pedagogical framework, and to offer enjoyable musical performances for the community through its outreach. In all its endeavours, the ANU Jazz Orchestra upholds the values of the University through its operations and musical programming.

Jazz Orchestra instrumentation

The ANU Jazz Orchestra is based on the standard big band instrumentation of saxophone section, brass section (trumpets and trombones) and rhythm section (drum-set, bass, piano and guitar). Additional instruments may be considered for special collaborative performances, as soloists, or as dep's for critical chairs. Featured soloists will be subject to separate audition/selection processes. Non-standard big band instruments cannot typically be considered unless there are exceptional circumstances. Any such circumstances must be considered by the ANU Jazz Orchestra management group.

In the case of saxophones, an applicant may audition on their preferred horn (alto, tenor or baritone) but should indicate if they have the capacity to play an alternate horn pending requirements of section make-up.

Jazz Orchestra management group and repertoire

The ANU Jazz Orchestra is managed by appointed staff of the ANU School of Music and operates in consultation with:

- The Head of School
- The Performance Convenor
- Contracted jazz teaching staff of the School of Music

The ANU's policies on a range of issues, such as diversity of gender, race, age, will be considered in repertoire programming. Following the management group's recommendations, the Jazz Orchestra Director will make repertoire selections, considering the likely make-up of the ensemble in the following semester.

Applications

The ANU Jazz Orchestra is open to all ANU students, including Alumni up to five years after graduating, plus musicians in the community, prioritising the 16-26 years age group. The [ANU Jazz Orchestra webpage](#) provides the most up-to-date information for applicants and is updated regularly. When the audition period opens, applicants apply through submission of the webform available on the website. Generally, auditions are held in O-Week of every first semester, with a second round held, if needed, in O-Week of second semester. Out-of-round auditions may be held at the discretion of the Orchestra Advisory Committee.

Pre-tertiary students are welcome to audition on the understanding that they will be offered a place in the ANU Orchestra if there is no ANU student available to take that place. Pre-tertiary students who are offered a place in the ANU Orchestra are required to continue their participation in at least one of the pre-tertiary, school or community ensembles in Canberra. These ensembles include but are not limited to CYO, ACTYO, CSYCO, Open School of Music, SCB.

Auditions

All auditions will be assessed by a panel comprising: the Director and one section expert.

Auditions will be held 'blind', that is with the panel and each applicant separated by a screen. The anonymity of all applicants will be upheld stringently, to preserve the equality and fairness to all through the audition process. All members of the ANU Orchestra are required to audition at the beginning of each year. In the case of exceptional circumstances or out-of-round auditions, the Jazz Orchestra management group will have the discretion to consider alternative audition processes, with the Head of School and the management group taking responsibility for ensuring the openness and equity of the process.

Applicants will be required to perform the following at the audition:

- Repertoire excerpts (available on the [ANU Jazz Orchestra webpage](#))
- Sight-reading

Associated issues of prior poor participation, or absences from rehearsals, will be considered by the audition panel in conjunction with the level of musical performance in the audition.

Outcome

Outcome letters will be sent to all applicants at the close of all auditions, indicating solely that the application has been successful or unsuccessful. The reasons for an unsuccessful application will not be provided.

When successful applicants are notified of their result, they will be informed of the expectations of being an ANU Jazz Orchestra member. Accordingly, they need to agree to the Code of Conduct (see below), and understand that participation requires attendance at weekly rehearsals during the teaching period, and in public concerts at the end of each semester.

Players will be informed of their positions within a section, and advised that these may be rotational. The Director and management group make all decisions regarding positions and desking, subsequent to the audition process. Players should not presume that a position held in previous semester will be kept in a later semester.

As part of the audition process, a supplementary list of reserve players will be maintained. If a player declines a position or leaves during the year, a new offer may be made to a reserve member. Reserve members may be invited to play as augmenting or substitute players as required.

Rehearsals

Rehearsals take place for two and a half hours (with a short break) every week of teaching during the semester, with the exception of Week 1.

Attendance is recorded at every rehearsal, to: ensure the effective running of the Orchestra; to comply with WHS procedures; and to satisfy assessment criteria for those members enrolled in the ensemble as part of a performance course at the School of Music. School of Music students may nominate ANU Jazz Orchestra for either their main Ensemble assessment in Performance, or in the Music Ensemble Elective (MUSI2220). ANU students may enrol in MUSI2220 for assessment in the ANU Jazz Orchestra.

Main Concert

The ANU Jazz Orchestra holds a concert in Week 12 of each semester, with a rehearsal held on the preceding evening. This rehearsal may be at a different time to regular weekly rehearsals and performers must ensure their availability.

Other concerts

From time to time, other concerts, masterclasses, and activities may be programmed within a semester.

Code of Conduct

Introduction

Before accepting an offer of membership of the ANU Jazz Orchestra, please read the following information and consider the time and commitment involved in accepting a position.

The phrase 'jazz orchestra' is used throughout this document to refer to the ANU Jazz Orchestra. The acronym 'SoM' is used throughout this document to refer to the ANU School of Music. A musician who accepts an offer to join the orchestra is defined as a 'performer member', and referred to as a 'member' through this document.

Participation for ANU Performance students

Regular attendance at rehearsals, tutorials, and concerts is essential. Jazz Orchestra membership is a serious commitment. The following participation requirement applies to ANU students enrolled in Music Performance 1-6 and MUSI2220 Music Ensemble who nominate ensemble assessment in the Orchestra. Performing in an ensemble can only be learned through actually participating in an ensemble, and the absence of an ensemble member has a negative impact on the ability not only of themselves but also on each of the other ensemble members to continuously develop as ensemble performers. As such, in order to pass this course students must, unless they have a relevant medical certificate, participate in at least 80% of ensemble rehearsal time. Please ensure that you are familiar with the Jazz Orchestra's rehearsal schedule. Attendance records are considered alongside performance standards in the audition process.

Attendance requirement for non-ANU Performance students

Regular attendance at rehearsals, tutorials, and concerts is essential. Jazz Orchestra membership is a serious commitment. If a member is absent on more than two occasions during the semester, the Jazz Orchestra management group will re-evaluate their membership. Members must always notify the Jazz Orchestra Administrator &/or Director with as much notice as possible by e-mail of any absence due to illness, a compulsory school/university activity, or other reason. Attendance records are considered alongside performance standards in the audition process.

Communication

The Orchestra Administrator uses e-mail as the primary means of communication with members. Members are requested to regularly check their e-mails for the latest information, and to respond promptly as required.

Personal information

Members are to ensure that the Orchestra Administrator is provided with up-to-date contact information.

Reserve members

If a player declines a position or leaves during the year, a new offer may be made to a reserve member. Reserve members may be invited to play as augmenting or substitute players as required.

Member's Code of Conduct

Orchestra members are required to:

- Protect and promote the positive image and reputation of ANU at all times;
- Comply with all reasonable instructions from ANU staff and orchestra section leaders;
- Adhere to orchestra member Conditions (participation, attendance, part preparation, etc.), Policies, Work Health and Safety regulations, and Common Law;
- Protect the privacy of other members and not disclose unauthorised or inappropriate information in a public arena including social media or other online forums;
- Show compassion and empathy to others facing a challenging situation;
- Never discriminate or vilify based on another person's race, colour, gender, sexual orientation, language, religion, social origin, political opinion, or disability;
- Never intimidate, bully, cyber-bully or use words or actions that intend to cause harm, distress, coerce, or cause fear;
- Never touch, film, or take photos of other members, staff, or participants without their consent;
- Report unsafe behaviour to ANU staff.

SoM will deal with breaches of this Code of Conduct or the terms and conditions of membership in an appropriate manner. This may involve exclusion of the member from a program, event, or activity on a short-term or permanent basis.

Alcohol, drugs and tobacco

The Orchestra will suspend or cancel the membership of any member who attends a rehearsal, tutorial, concert, workshop, or similar activity under the influence of alcohol or illegal drugs. The ANU campus is designated as Smoke-Free. The ANU Smoke-Free policy recognises the adverse effects of smoking, passive smoking and tobacco products. It prohibits all smoking (including electronic cigarettes and marijuana) and the use of all tobacco products, anywhere on all of the University's campuses, including buildings, properties, grounds, and workplaces. It prohibits smoking and the use of tobacco products in all vehicles on campus and used for business purposes, and the promotion and advertising of tobacco products on University's lands. The policy prohibits tobacco-industry funded activities.