

UTRGV COLLEGE OF FINE ARTS ENSEMBLE/COMPANY/PERFORMING GROUP POLICY

Definitions, Funding, and Reporting

This document applies to all formal performing groups (e.g., ensembles, dance companies, respective theatre play companies) that meet and perform as performing organizations sponsored by UTRGV and the respective home departments in the College of Fine Arts (CFA). By definition, these performing groups are comprised primarily of students and/or faculty and therefore may solely be student performing groups, faculty groups, or a mixture of both.

The director or representative of all performing groups reports directly to the chair/director of the home department and by extension to the Dean of the College of Fine Arts in all matters. It's understood that these relationships are collaborative, requiring consultation and ample notice in advance of decisions being made by the ensemble director or chair. No CFA department performing organizations are independent nor can operate independently of the home department as represented by the chair/director of that department.

All revenues created by an individual performing group flow through the home department regardless of whether these revenues are generated on or off campus. Distribution of such revenues is at the discretion of the department chair/director of the home department who, while making determination through collaborative discussions, must view funding distribution in the context of other department needs and equitable treatment for all ensembles. Income earned outside UTRGV by any ensemble should generally be designated for scholarships, student travel, and other educational opportunities for majors and non-majors. It's understood that priority and preference must be given to the income-generating ensemble whenever possible. Any agreement to distribute funding to the performing group must be made and agreed to at least a month in advance of any performance date when the performance date has been secured and approved over a month in advance. All performance opportunities away from the UTRGV campus must be approved at least a month in advance by the department chair/director. The College of Fine Arts Dean must also approve in situations where performance opportunities arise at the last minute and an exception to the one-month deadline is necessary. All *on campus* performance dates must be approved by the chair-director at least a week in advance of a performance group's acceptance of any performance opportunity.

State funding cannot be used to support non-students in travel or scholarships. Therefore, the College of Fine Arts adheres strictly to this policy regardless of the source or location of the income earned in any ensemble performances. Discretionary funding earned on tour will not be allowed to support non-students. All funding must be reconciled through the home department and College of Fine Arts administration.

Student Performing Groups

The primary purpose of all CFA student performing groups is curricular, whether there is a course associated with the performance or not. Thus, preference for participation must be given

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to majors in the department with the understanding that an audition process may affect the placement of the student major. Second priority will be given to non-major students.

Part-Time students may only participate in an ensemble or performing group if they are registered for the class, are making progress toward a degree program, and are enrolled in a minimum of 6 credits of coursework per semester. All part-time student participation must be approved by the chair/director of the home department in the CFA and, when the part-time student is not majoring in the area of the performing group, with the consultation and approval of the chair/director of the part-time student's home department.

All non-students must be formally registered in the ensemble's continuing education course each semester and their participation approved each semester by the department chair/director. Guest artist performers, as non-students, must be approved by the chair/director of the department and must possess the experience expected of any guest soloist, as evidenced in a submitted vita, in order to be hired to perform with the ensemble.

Every student ensemble/company/organization performance should be documented in a program that identifies by name the participants with a required identification for non-students as non-students (e.g., non-student-RGV Community Member) or guest artists along with the affiliation of that guest artist. In cases where the performance venue doesn't print programs or won't allow this specificity, short-term documentation should still be made for the purposes of historical verification. All programs must be submitted to the chair/director in the week following any performance. Such documentation is standard for Arts Accreditation bodies and must be kept and preserved as a matter of public record.

Interaction with Minors

At times, CFA ensembles will want to collaborate with other ensembles or schools in sponsoring joint performances, workshops, visitations, or other types of events that would involve the participation of minors. All such events must be approved by the home department director a month in advance of the event and must adhere to all policies pertaining to minors on campus.

Conclusion

All College of Fine Arts performing groups must be in compliance with this policy. The addendum covers specific organizations and may be added to as other performing groups within the College of Fine Arts need to devise policies specific to their ensemble, or for a continued performance relationship with non-students and the community.

ADDENDUM TO COLLEGE OF FINE ARTS ENSEMBLE POLICY – ORGANIZATION SPECIFIC POLICIES

In addition to the general College policy (UTRGV College of Fine Arts Ensemble/Company/Performing Group Policy), the following organization-specific policies apply:

I. UTRGV BALLET FOLKLORICO

ORGANIZATION

The UTRGV Ballet Folklorico Program consists of two companies, all of which require annual auditions:

Ballet Folklorico (Alumni) – This is a community dance company for UTRGV Alumni that is directed by the Ballet Folklorico director. The function of the company is to maintain ongoing relationships with the community. Since many of the participating alumni themselves teach in the K-12 schools of the RGV, this is also a recruitment tool for future students who are participating in K-12 Ballet Folklorico Ensembles

Ballet Folklorico (Student) - This is an all UTRGV student company that is the primary student company with the purpose of the training and education of UTRGV students toward professional goals and professional dance degrees. This ensemble is analogous to all standard college dance companies in that it serves the Bachelor of Fine Arts curriculum (performance, education). Substitutions with non-students can *only* be made when there are no UTRGV students available with a proficiency in dance and when following the policy for non-students and part-time students as outlined in the above College policy.

PLACEMENT – AUDITION PROCESS

An annual audition process will occur at a time determined by the Director of Ballet Folklorico, but most likely later in the Spring Semester. All participants for all companies must audition into the company every year, regardless of having been accepted in a previous year. The audition committee must include the director of the Ballet Folklorico and at least two other dance program faculty members. If desired, one outside referee with a recognized background in Ballet Folklorico can also serve on the audition committee. The criteria and ranking within the audition are included as part of this policy as a template for review and addresses general dance performance criteria as well as ensemble-specific criteria as devised in consultation with School of Dance faculty. Each student should be given a summary sheet of the combined rating of the audition committee as is the norm and be completely advised of the specific criteria for acceptance into the company and/or criteria that need to be met for future successful audition as part of the audition process. Skill levels are clearly defined on the attached audition rubric.

ROSTER – COMPANY PARTICIPANTS

The final roster of participants for each company must be clear and specific and must be shared publicly. When the company participants are established, an annotated copy of the roster indicating the type participant (see performing group section above) will be distributed to the Director of the Dance Program and to the Dean of the College of Fine Arts. All concert programs for all performances should list the participants in the company, carefully noting the status of each of the participants, with the assumption being that unless otherwise noted, all participants are currently enrolled UTRGV students.

In the case of competitions, the rules for the definition of participants will always apply but any representation of a UTRGV Ballet Folklórico company must meet the criteria of the competition and participants must be represented in the program as stated in the CFA general policy above.

ATTENDANCE AND TIME COMMITMENT

The UTRGV Ballet Folklórico requires all participants to attend all rehearsals. When an individual is absent, it leaves a gap in the performance that is difficult to fill and affects the ability of the other participants to understand their role in relationship to the other parts of the company.

The Director of the Ballet Folklórico must be notified of an absence at least a day in advance. Absences due to the following will be considered excused:

- Family emergency
- Scheduled school programs or performances required for credit
- Medical emergency
- Religious Holiday

* Dancers with injuries are expected to attend and watch company classes and rehearsals.

Students with more than three absences per semester will be dismissed from the company. During the week prior to performances and competitions, all company members must be present for all rehearsals. Failure to be present for these dress rehearsals will result in a dismissal from the performance or competition.

TRAVEL

All Ballet Folklórico students participating in a performance outside the region must submit a “Release and Indemnification Agreement Form” to the Dean of Students prior to University sponsored travel. Travel support will only be provided to individuals who are full-time students and part-time students as defined above.

COURTESY AND RESPECT

All Ballet Folklórico members will be held to the highest standards of conduct. Members are expected to show courtesy and respect to all instructors and other students. Any student who exhibits repeated negative or disrespectful behavior will be dismissed from the company.

PHOTOGRAPHY AND VIDEOGRAPHY

UTRGV Ballet Folklórico may take still photographs and video footage of members during rehearsals and performances, and may be used for educational, public information, and promotional materials about the program. In order to use this material legally, all ensemble members are required to sign a waiver allowing the use of their photo/video for educational, public information, and promotion purposes with respect to the Ballet Folklórico program.

Please note therefore that two waivers (travel and photography/videography) must be submitted in order to participate in performances and rehearsals in the company.

II. UTRGV MARIACHI PROGRAM POLICY

ORGANIZATION

The UTRGV Mariachi Program consists of three Mariachi Ensembles, all of which require annual auditions:

Mariachi Aztlán – This is an all UTRGV student ensemble that is the top mariachi ensemble with the purpose of the training and education of UTRGV students toward professional goals and professional music degrees. This ensemble is analogous to all standard college ensembles in that it serves the Bachelor of Music curriculum (performance (mariachi), education). Substitutions with non-students can *only* be made when there are no UTRGV students available with a proficiency in music and when following the policy for non-students and part-time students as outlined in the above College policy.

Mariachi Azálea - This is an all UTRGV student ensemble for women only that is a mixture of students and non-students, community members and alumni, and professional musicians. While the education of the students who successfully audition into this most advanced ensemble is a high priority, the primary function of this ensemble is to represent a high level of musicianship following the history of all-women mariachi ensembles.

Mariachi Juvenil Aztlán – This is an all UTRGV student ensemble that is the preparatory junior mariachi ensemble with the purpose of the training and education of UTRGV students toward professional goals and professional music degrees. This ensemble is analogous to all standard college ensembles in that it serves the Bachelor of Music curriculum (performance (mariachi), education). Substitutions with non-students can *only* be made when there are no UTRGV students available with a proficiency in music and when following the policy for non-students and part-time students as outlined in the above College policy.

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PLACEMENT – AUDITION PROCESS

An annual audition process will occur in the weeks prior to the fall semester or during the opening week of the fall semester. All participants for all ensembles must audition into the ensemble every year, regardless of having been accepted in a previous year. The audition committee must include the director of the mariachi ensembles and School of Music specialists on two related Mariachi Instruments (Guitar, Trumpet, Violin and Voice). The criteria and ranking within the audition are included as part of this policy as a template for review and addresses general music performance criteria as well as ensemble-specific criteria as devised in consultation with School of Music faculty. Each student should be given a summary sheet of the combined rating of the audition committee as is the norm and be completely advised of the specific criteria for acceptance into the ensemble and/or criteria that need to be met for future successful audition as part of the audition process. Skill levels are clearly defined on the attached audition rubric.

ROSTER – ENSEMBLE PARTICIPANTS

The final roster of participants for each ensemble must be clear and specific and must be shared publicly. When the company participants are established, an annotated copy of the roster indicating the type participant (see performing group section above) will be distributed to the Director of the School of Music and to the Dean of the College of Fine Arts. All concert programs for all performances should list the participants in the company, carefully noting the status of each of the participants, with the assumption being that unless otherwise noted, all participants are currently enrolled UTRGV students.

In the case of competitions, the rules for the definition of participants will always apply but any representation of a UTRGV School of Music ensemble must meet the criteria of the competition and participants must be represented in the program as stated in the CFA general policy above.

ATTENDANCE AND TIME COMMITMENT

The UTRGV Mariachi Program requires all participants to attend all rehearsals. When an individual is absent, it leaves a gap in the performance that is difficult to fill and affects the ability of the other participants to understand their role in relationship to the other parts of the ensemble.

The Director(s) of the mariachi ensemble must be notified of an absence at least a day in advance. Absences due to the following will be considered excused:

- Family emergency
- Scheduled school programs or performances required for credit
- Medical emergency
- Religious Holiday

Students with more than three absences per semester will be dismissed from the mariachi program. During the week prior to performances and competitions, all participants must be Approved by the Faculty of the College of Fine Arts, School of Music, and Dance Program

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present for all rehearsals. Failure to be present for these dress rehearsals will result in a dismissal from the performance or competition.

Punctuality is just as important as attendance. Two (2) occurrences of tardiness will count as an unexcused absence.

TRAVEL

All Mariachi students participating in a performance outside the region must submit a “Release and Indemnification Agreement Form” to the Dean of Students prior to University sponsored travel. Travel support will only be provided to individuals who are full-time students and part-time students as defined above. The Office of the President or the Division of Governmental and Community Engagement will occasionally request the mariachi to travel. Expenses are provided and the funding for expenses is run through the Office of the President or the Division of Governmental and Community Engagement.

COURTESY AND RESPECT

All mariachi ensemble members will be held to the highest standards of conduct. Members are expected to show courtesy and respect to all instructors and other students. Any student who exhibits repeated negative or disrespectful behavior will be dismissed from the Mariachi Ensemble.

MARIACHI UNIFORM

All Mariachi Members will be assigned a “traje” with belt, shoes, tie, and hat (bow for girls) for the entire year with no charge to the UTRGV students. Non-students must pay a deposit for the uniform or UTRGV-owned instrument. The ensemble member is responsible for the uniform and if an item is lost or damaged, that ensemble member is responsible for purchasing a replacement item. The uniform must always be clean and presentable during public performances.

PHOTOGRAPHY AND VIDEOGRAPHY

UTRGV Mariachi Program may take still photographs and video footage of members during rehearsals and performances, and may be used for educational, public information, and promotional materials about the program. In order to use this material legally, all ensemble members are required to sign a waiver allowing the use of their photo/video for educational, public information, and promotion purposes with respect to the Mariachi program.

Please note therefore that two waivers (travel and photography/videography) must be submitted in order to participate in performances and rehearsals in the company.