

# UNIVERSITY OF WISCONSIN OSHKOSH

## Department of Music Music Referral Service Policies

### Background

- The Music Referral Service (MRS) is for current, registered students at University of Wisconsin Oshkosh and Department of Music alumni of UWO (maximum five years post graduation). MRS aims to provide students and recent alumni a wide range of freelance performance opportunities as ambassadors of the University. The primary goal of MRS is to help students develop and hone their professional music skills. MRS also endeavors to provide a professional music referral service for the Fox Valley community and beyond.

### Responsibilities

- If you secure a job through MRS, you are regarded by the Department of Music and University of Wisconsin Oshkosh as a musical ambassador acting on its behalf. As such, UWO expects conduct and performance standards at the highest level, in all aspects of the opportunity. Any reports of unprofessional conduct regarding any aspect of a job referred through MRS may result in suspension from the service, at the discretion of the Chair of MRS. Types of behavior that may result in suspension include, but are not limited to inadequate preparation, no-show, accepting a gig then changing one's mind, late arrival, poor customer service, failure to find a replacement performer if an unavoidable conflict should arise. Do note that sharing job opportunities with other musicians not affiliated with UWO will result in immediate suspension of MRS offerings and further review by the Chair.

### Notification

- When a job is assigned, it is the responsibility of the solo artist or leader of the ensemble to make contact with the hiring party within 48 hours of a job assignment. After making contact with the hiring party and all terms are agreed upon, contact MRS through [musicrs@uwosh.edu](mailto:musicrs@uwosh.edu) to notify the Service that the job has been filled. Failure to do so will result in further review by the Chair.

### Rates

- Students set their own pay rates and negotiate with the client all aspects of the job. Be aware of current market rates. These depend upon many factors including experience and quality. MRS encourages clients to pay, at minimum, \$50 per musician per service.

### Contracts

- It is strongly recommended that all work secured through MRS should make use of a contract, regardless the pay or event. This ensures that both parties agree to the same specifics of the job. A sample contract can be found below.

### Eligibility for MRS

- You are allowed to register for the service if you receive consent from a current UWO music faculty member. Please find the consent form below.
- If you are applying as a soloist, you must receive consent from your applied instructor.
- If you are applying to perform as part of an ensemble:
  - ensembles must be pre-formed;
  - all members of the group must be current UWO students or recent alumni (graduated within the last 5 years);
  - all ensemble members must register for MRS individually and each receive faculty consent;
  - all ensembles should maintain a certain consistency throughout the year;
  - each ensemble must identify one contact person (leader). A person cannot be the contact person for two identical ensembles (i.e. the same person cannot be a contact person for two string quartets but could be the contact person for a string quartet and a string duo).

### Advertisement of Gigs

- “Short-notice” work (advertisement is less than two weeks from the first service) is first-come-first-served.
- “Advertised in advance” work (advertisement is more than two weeks from the first service) results in “bidding.” Bidding means students state their interest within one week of the gig’s posting and the work is fairly distributed among those registered for MRS. Distribution is dependent upon number of gigs taken, what sort of gigs are taken (number of services, pay, etc.), the quality of the work, and the level of the group being offered the service(s).
- All gigs are posted on the Performance Board and sent electronically to registered MRS individuals.

### Volunteer Gigs

- Occasionally, volunteer work will be advertised that supports a good cause. When time permits, it is strongly encouraged that students and alumni take advantage of these performance opportunities. On volunteer gigs, performance etiquette is learned, knowledge of standard repertoire is development, and performance skills are honed. While no MRS member is under any obligation to take volunteer work, the gig will benefit you, and some volunteer work does lead to paying gigs.

### Additional Information

- UWO is not responsible for any action occurred while traveling to/from or while on-site at work advertised through MRS. This includes, but is not limited to, hiring parties failing to pay for work performed, theft, injury, or other accident occurred while engaged in activities booked through MRS.
- Individuals are not allowed to use UWO equipment for work taken through MRS.
- Appropriate professional dress should be worn at all times. Discuss the dress code for the gig with your hiring party well in advance of the gig. It is a good rule to always over-dress for a gig.

Faculty Consent Form

I \_\_\_\_\_ support

(faculty printed name)

\_\_\_\_\_ 's application

(student/alumni printed name)

for the University of Wisconsin Oshkosh Music Referral Service \_\_\_\_\_.

(date)

\_\_\_\_\_  
(faculty signature)

\_\_\_\_\_  
(student/alumni signature)

\_\_\_\_\_  
(date)

Sample Contract

Name of Group/Artist

Contact Information

In consideration of the total sum of \$ \_\_\_\_\_, agreement was made on

(DATE) \_\_\_\_\_ between  
(ARTIST) \_\_\_\_\_ and  
(CLIENT) \_\_\_\_\_

Artist will provide MUSICAL ENTERTAINMENT for service detailed below.

TYPE OF SERVICE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME ON DUTY: \_\_\_\_\_  
LOCATION: \_\_\_\_\_

CLIENT agrees to engage ARTIST for the services detailed above, and to make payment as follows:

TOTAL FEE: \_\_\_\_\_  
METHOD OF PAYMENT: \_\_\_\_\_  
DUE: \_\_\_\_\_

Any additional time on duty to be compensated at the rate of \$ \_\_\_\_\_ per each half-hour unit.

SPECIAL TERMS OF THIS AGREEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures below indicate understanding and acceptance of the terms of this AGREEMENT.

CLIENT: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
\_\_\_\_\_

ARTIST: \_\_\_\_\_  
DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_  
\_\_\_\_\_