



Canberra
Symphony
Orchestra

Kingsland Fellowship 2024 Handbook



Welcome

Congratulations on your acceptance into the Canberra Symphony Orchestra’s (CSO) 2024 Kingsland Fellowship, in recognition of your talent and potential as an emerging artist. The Fellowship is designed to develop you as a musician and create pathways to professional performance, tailored to your unique artistic goals.

This handbook outlines expectations and information to help you get the most out of the Kingsland Fellowship.

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About the Fellowship

Opportunities

Mentorship and artist development

- Masterclass with Jessica Cottis, Chief Conductor and Artistic Director, and CSO guest artists.
- Development sessions with Concertmaster Kirsten Williams and other CSO musicians. Audition preparation and mentorship in business practice, teaching, health and wellbeing, and other industry and professional skills.
- Opportunities to attend CSO rehearsals and performances.
- Regular check-ins with the Kingsland Team for guidance and career management.
- Professional headshot.

Performance

- Performance opportunities associated with CSO community and philanthropic activities.
- Performance classes and end-of-year recital.

Benefits

Kingsland Fellows are entitled to **one complimentary double pass** to all Llewellyn Series and Australian Series concerts in 2024. To arrange tickets, please email Donna Parkes via kingsland.program@csso.org.au at least **seven days prior** to the concert.

Each Kingsland Fellow will receive a \$1,500 scholarship for the 2024 academic year (see *Scholarship*, p. 3).

Concert dates

Concert information is available at csso.org.au.

<i>Australian Series: Heart Space</i>	6:30pm, 16 May National Museum of Australia
<i>Llewellyn One: Edge of the World</i>	7:30pm, 22/23 May Llewellyn Hall
<i>Llewellyn Two: Beethoven 9</i>	7.30pm, 7/8 August Llewellyn Hall
<i>Australian Series: First Light</i>	6.30pm, 12 September National Museum of Australia
<i>Llewellyn Three: Celestial Visions</i>	7.30pm, 18/19 September Llewellyn Hall
<i>Llewellyn Four: Forest Lore</i>	7.30pm, 13/14 November, Llewellyn Hall

Scholarship

Each Kingsland Fellow will receive a **\$1,500** scholarship for the 2024 academic year.

Payments will be made in quarterly instalments of **\$375**, beginning 31 March 2024 and will be conditional on Fellows meeting the requirements of the program and upholding the Code of Conduct (see *Code of Conduct*, p. 4).

If a Fellow breaches the Code of Conduct or does not fulfil the program requirements to a satisfactory standard, a written warning will be issued, and the Fellow will be placed on probation. Continued failure to uphold the Code of Conduct or fulfil program requirements will result in review of that musician's inclusion in the Fellowship, conducted by the CSO Kingsland Team.

If a musician is removed from the Fellowship, they will not be entitled to receive any remaining scholarship payments.

If a Fellowship is revoked, the next musician on the reserve list will be awarded the Fellowship for the remainder of the year, including any remaining scholarship payments.

Code of Conduct

Kingsland Fellows are required to:

- protect and promote the positive image and reputation of the CSO at all times
- comply with all reasonable instructions from CSO staff, musicians and guest artists
- adhere to Fellow membership conditions (participation, attendance, part preparation, etc.), CSO policies, Work Health and Safety regulations, and Common Law
- respect the privacy of other Fellows
- foster a supportive culture of learning, treating each other with compassion and empathy.

Kingsland Fellows must not, under any circumstances:

- discriminate or vilify based on another person's race, colour, gender, sexual orientation, language, religion, social origin, political opinion, or disability
- intimidate, bully, cyber-bully or use words or actions that intend to cause harm, distress, coerce, or cause fear
- touch, film, or take photos of other members, staff, or participants without their consent or disclose unauthorised or inappropriate information in a public arena including social media or other online forums.

Participants are expected to treat staff and fellow participants with respect at all times and conduct themselves professionally as ambassadors of the CSO. Participants must not use language that is sexist, racist, homophobic or otherwise demeaning or offensive.

Bullying or abuse of any kind, physical or verbal, will not be tolerated. Any unsafe behaviour must be reported to CSO staff.

Fellows are expected to respect each other's property and the property and facilities of the CSO, the ANU School of Music and other performance and rehearsal venues. Participants will be held financially responsible for any loss or damage caused by deliberate or negligible behaviour.

Policies

Health and Safety

Participants are required to provide relevant medical information in the participant information form, including any pre-existing medical conditions. Information will be kept confidential and will only be disclosed to First Aid or professional medical personnel in the event of a medical emergency. The CSO must be notified immediately of any new medical conditions or changes to the information provided in the participant information form.

By enrolling in the Kingsland Fellowship, participants (or their parents or guardians, for participants aged under 18) authorise the CSO to seek medical attention on the participant's behalf and at their expense, as the CSO deems appropriate, in the event of injury or illness during a Kingsland Fellowship activity.

A CSO staff member trained in First Aid will attend all Kingsland Fellowship rehearsals and performances.

Participants who become aware of a health and safety risk to themselves or other participants during a Kingsland Fellowship activity are expected to notify a member of CSO staff immediately. Given the physically demanding nature of playing a musical instrument, participants must inform the CSO in writing if they develop a physical injury that inhibits their ability to rehearse or perform as part of the Kingsland Fellowship.

Alcohol and illicit substances

The CSO will suspend or revoke the Fellowship of any participant who attends a rehearsal, tutorial, concert, workshop, or similar activity under the influence of alcohol or illicit substances.

Instruments and insurance

Participants are responsible for their own instruments and accessories, including spare reeds/strings, and any other personal belongings.

The CSO encourages participants to insure their instruments against loss or damage. The CSO will not accept responsibility for any loss or damage of participants' instruments or other belongings at Kingsland Fellowship events or during transit to or from Kingsland Fellowship events.

Absences and leave

Known absences

Participants are expected to organise social activities and other performance commitments around the Kingsland Fellowship schedule. The CSO will consider leave requests for illness, compulsory school / university commitments, extension opportunities, participation in cultural or religious holidays or activities, and on compassionate grounds.

Leave requests for known absences must be submitted in writing to kingsland.program@csso.org.au **at least 10 days in advance.**

Leave will not be granted for rehearsals or performances with other ensembles, except where these commitments have been made prior to confirmation of the relevant Kingsland Fellowship date.

Unforeseen absences

If a participant is running late or is unwell on the day of a rehearsal or performance, the CSO should be notified by phone as soon as possible. *A mobile number will be provided to participants in advance of rehearsals commencing.*

Unexplained absences

Participants who regularly arrive late or are repeatedly absent without leave may forfeit their position in the program.

Communication

Kingsland Team

The staff of the Kingsland Team are here to support you and ensure your Fellowship year is a success. If you have any concerns, questions or difficulties during your Fellowship year, please reach out immediately to the Program Coordinator for assistance.

Donna Parkes

Kingsland Pathways Program Coordinator

Kirsten Williams

Concertmaster

Andy Baird

Director, Artistic Planning and Development

All Kingsland Fellowship communication should be directed to Donna Parkes in the first instance, via kingsland.program@csso.org.au. For time-sensitive enquiries, Donna is contactable via 0479 085 538.

The CSO is also contactable during business hours via 02 6247 9191.

The CSO office is located at Level Five, 1 Farrell Place, Canberra. CSO staff work flexible hours – please call before visiting to ensure the office is staffed.