



A Guide to the Conservatorium Open Academy Musicians Referral Service

Our service

The Sydney Conservatorium of Music produces Australia's most outstanding young musicians and ensembles specializing in classical, early music (Renaissance and Baroque), jazz and contemporary performance. Many of these young musicians are already performing professionally and are very experienced with 'gig' performances.

The Open Academy manages a register of the Sydney Conservatorium's most outstanding musicians ready to perform at events. The Referral Service is maintained for the benefit of those students, to direct paid performance opportunities to them, and all musicians on the register have endorsement from their instrumental or vocal teachers.

All you need to do is complete the request form and the Conservatorium Open Academy will contact you within 5 working days of your application to discuss your event or to offer advice if you are seeking assistance on choosing the most suitable music repertoire and ensemble combination. The Conservatorium Open Academy will then undertake to find the most suitable musicians from their register.

Once the musicians confirm availability for your event the Open Academy will facilitate contact between you, the hirer, and the musicians. At this point, the role of the Open Academy's **Musicians Referral Service** is complete and the Open Academy takes no responsibility beyond the referral.

Thereafter, any necessary arrangements for the event (eg negotiations for the performance fee and payment; relevant insurances) are undertaken by you and the musicians.

To apply

1. Please allow at least 7 working days between application and event.
2. Read through the following referral service guidelines and information.
3. Complete Steps 1-5 of the 'Request Form' with all the details of your proposed event.
4. Submit this form, along with payment of the non-refundable administration fee of \$75 to the Open Academy.
5. The Open Academy will process your payment and mail a receipt.
6. Within 5 working days of receiving your application, the Open Academy will contact you to discuss your request.

Musicians Referral Service Guidelines

Fee

A non-refundable **Musicians Referral Service** administration fee of \$75.00 (including GST) is payable to the Conservatorium Open Academy at the time of submitting your request. This payment may be made by credit card (Visa or MasterCard only), cheque or money order.

Requests are processed in order of receipt. There may be a rare occasion during the year when musicians are unavailable due to exams, recitals, concerts or semester breaks. The fee will be repaid to you in the event that no musicians are available to play for you.

Once a musician has been referred to you, it is your responsibility to undertake all hiring requirements, eg the negotiation and payment of the performance fee, with the musicians.

Selecting your musicians

To assist you in your application for a musician or ensemble, the following ensembles or soloists are the most popular. However, other combinations are possible so please ask.

Classical Performers

Soloists	Violin; Cello; Flute; Guitar; Piano; Voice with accompanist
Duos	Flute and guitar Flute and cello Flute and harp Guitar and cello Violin and cello
Trios	String trio (violin, viola & cello) Guitar, flute & cello Flute, clarinet & bassoon Early or Baroque recorder, violin and cello
Quartets	String quartet (2 violins, viola & cello) Brass quartet (trumpets, horn, trombone)

Jazz Performers

Soloists	Jazz guitar or piano; vocalist with piano or guitar
Duos	Guitar and bass; bass and piano
Trios	Guitar or piano with bass, drums or vocals
Quartets	Various combinations of the above

Event considerations

Before completing the Request Form please consider the following issues when you are planning your event:

- Performers on the Referral Service register will expect payment, and this should include consideration of rehearsal and travel time for all members of an ensemble, or the accompanist if required for a solo performer.
- Type, size of the venue and the number of guests.
- Suitability and audibility of a solo musician or ensemble in the event space.
- Is a power outlet for sound equipment available for performers if required?
- Is a running sheet or program required for the musicians in cases where you require music interludes during a ceremony?
- Musicians will need chairs without arms if they need to sit to perform.
- Is there adequate lighting for the musicians and a covering in case of rain?
- Are the musicians covered for suitable public liability and workers compensation insurance in accordance with current legislation?
- If your event is cancelled at short notice the performer(s) may expect a cancellation fee.

Performance fee and payment

Negotiations for the performance fee and payment are the sole responsibility of the hirer and the musicians.