

**UCLA** Herb Alpert School of Music

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Gluck Fellows Music Outreach Program

UCLA  
Gluck Fellows Handbook

2019-2020

The UCLA Gluck Fellows Program is made  
possible by a generous grant from the Max H. Gluck Foundation.



# **UCLA Gluck Fellows Handbook**

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# **General Information**

## **Introduction**

Since the fall of 1996, the UCLA Department of Music, and now the UCLA Herb Alpert School of Music, has been the recipient of a generous grant from the Max H. Gluck Foundation. The purpose of this grant is to provide free, high-quality, live music to the Los Angeles community through educational performances at schools, community centers, libraries, senior homes, hospitals, and other care facilities. The desired audiences are individuals and groups who might otherwise not have the opportunity to experience live musical performances. While enabling this goal, the grant offers UCLA's top student musicians the opportunity to gain valuable performance and educational experience in addition to serving their community.

In the past five years, the UCLA Gluck Fellows Program reached more than 46,000 listeners with nearly 500 performances throughout Southern California. As word spreads in the community, interest in the program and requests for performances have increased dramatically. During the 2018-2019 school year, Gluck Fellows will continue to perform at an even wider variety of venues for thousands more of the area's most under-served audiences. Through these outreach efforts, the UCLA Gluck Fellows Program continues to be a powerful testament to the importance of arts outreach and a model for the interaction between university and community.

## **Purpose of the Handbook**

The *UCLA Gluck Fellows Handbook* is intended to help student participants better understand both the purpose and the policies of the UCLA Gluck Fellows Program. While it is by no means meant as an exhaustive guide to participation, it should answer most questions that may arise during the year.

“Gluck Fellow” is a title bestowed to undergraduate and graduate students who serve this program as performers and educators. Serving as a representative of both UCLA and the Max H. Gluck Foundation should be considered an honor that acknowledges your talents and achievements.

## **Mission Statement**

While the primary purpose of the School of Music is to develop and nurture artistic and academic excellence, it also recognizes the importance of fostering community engagement as an integral part of the educational process. The mission of the UCLA Gluck Fellows Program is to provide high-quality, educational musical performances to under-served audiences and to enhance the experience of UCLA student musicians by promoting artistic growth through community interaction and chamber ensemble experience.

## **Gluck Fellow Eligibility**

All Gluck Fellows must meet the following requirements before participating in the Gluck Fellows Program:

1. Maintain full-time enrollment as a student at UCLA, while also maintaining satisfactory degree progress and a minimum GPA, 3.0 for undergraduates and 3.5 for graduates, for all courses taken each term.
2. Complete the *UCLA Gluck Fellows Award Contract* and *Waiver of Liability, Assumption of Risk, and Indemnity Agreement*, which can be obtained from the Music Outreach Programs Manager.
3. Prepare and regularly rehearse a suitable program of music and educational topics for the target audiences of the program. Each Gluck Fellows Music Ensemble or Soloist will be observed by the Gluck Fellows Faculty Artistic Advisor and the Outreach Programs Manager throughout the year to ensure the quality and preparedness of their programming.
4. Provide proof of a negative tuberculin test that was administered after June 16, 2018.
5. Provide the Outreach Programs Manager with the results of a Live Scan Test and National Criminal Background Check given by the UCLA Police Department prior to beginning the Gluck Fellowship.

## **Award Payments**

Gluck Fellows will receive a total award of \$2,400 for participation in the program throughout the 2018-19 academic year. During the middle of each academic quarter, at a time to be announced via email by the Outreach Programs Manager, award transmittal forms in the amount of \$800—one-third of the total award—will be submitted to and processed by the Financial Aid Office. Awards and any stipends received for the quarter will be directly deposited into the Fellow's UCLA Bruin Bill account. This is the only form in which awards can be disbursed.

If the Gluck Fellow is receiving any financial aid (student loans, etc.) from the University, it is the Fellow's responsibility to meet with a financial aid counselor in the Financial Aid Office (Murphy Hall A129J) to revise his or her financial aid package. In order to maintain status as a Gluck Fellow and receive any form of Gluck Fellows Award, each student must meet all of the criteria for eligibility established on the Fellow's individual *UCLA Gluck Fellows Award Contract*.

## **Performance Assignments**

When groups or individuals are appointed as Gluck Fellows, they will be assigned a target number of 10 performances for the 2019-2020 academic year. The groups or individuals who are unable to meet this target may have some of their originally assigned performances reassigned to other groups or individuals. Groups or individual Fellows who are proactive in completing their performance assignments on time or ahead of time may have the option, only when available, to have more performances assigned to them.

Fellows will be required to complete a performance schedule of at minimum two performances in Fall Quarter, four in Winter Quarter, and four in Spring Quarter.

Please note failure to meet the minimum required performance schedule in a quarter will result in a reduction of a Fellow's Gluck award.

## **Scheduling and Performance Policies**

Gluck performances take place throughout the academic year at various times and days of the week. Groups will elect one individual as a Group Leader to spearhead all communications with the Outreach Programs Manager. Once performance details have been set, the Outreach Programs Manager will provide a *Gluck Performance Confirmation Form* approximately one week prior to each performance. The sheet will contain all of the relevant information for the performance, including start time, facility name, address, contact person, telephone number, and directions to the site.

In addition to the *Gluck Performance Confirmation Form*, the Group Leader or Gluck Soloist must also fill out a *Group Evaluation of the Site* after each event. On this form, the Fellow(s) should provide their thoughts about the performance, the facility, and the reaction of the audience. The *Group Evaluation of the Site* must be completed and turned in to the Outreach Programs Manager, no later than one week after the performance.

Most performances take place in senior centers, retirement homes, schools, hospitals, libraries, or similar institutions, and are one hour in length, unless otherwise designated. All Gluck Fellows are expected to be at the facility for the entire performance. Upon arrival at a site, the Group Leader should check in with the Site Contact, who will direct the group to the performance space. Each facility will provide chairs, but group members must bring their own music stands. If any special equipment is required for the performance or an instrument, the group members should make sure to bring it with them to the performance.

If a Group or Soloist cancels a performance that has already been confirmed by the Outreach Programs Manager, then the Fellow(s) will lose that performance completely from their total assigned amount of performances for the year. Additionally, if a substitute is required for a performance, he or she must be a current Gluck Fellow and the performer requiring the substitute must get approval through the Outreach Programs Manager. There are no exceptions to this rule. Gluck Fellows must adhere to the highest standard of professionalism and treat performances with the same degree of commitment they would any other professional engagement.

## **Safety and Travel Concerns**

Gluck Fellows perform in a variety of locations and communities throughout Southern California. However, most of the performances take place in and around the Los Angeles area. As in any large city, care should be taken to make sure that cars are locked and that valuables left inside are not in full view.

Also, please remember that most engagements will require travel on freeways and city streets that are often heavily congested. Each *Gluck Performance Confirmation Form* will offer an estimated drive time between UCLA and the performance site. However, participants are responsible for checking traffic conditions and adjusting departure time as necessary in order to arrive on time.

Gluck Fellows are responsible for arranging their own travel to off campus events. No reimbursements will be made for travel expenses.

## **Professional Conduct**

Gluck performances are professional engagements in every respect, and each Gluck Fellow is a representative of UCLA, the Herb Alpert School of Music, and the entire UC system. Fellows should arrive at least fifteen minutes prior to the start of the program to set up, and stay at least fifteen minutes after the performance to answer questions and interact with the audience. Failure to arrive on time (fifteen minutes before the event) and/or to perform the assigned length of time (one hour, unless otherwise designated) will result in a reduction or cancellation of award funds. Gluck Ensembles depend on all group members to be on time; lateness or absence of one member of a group may affect the award assignment of the entire group.

Professionalism also extends to interactions with other Gluck Fellows. Fellows are expected to be professional, be courteous, and to always strive to maintain good working relationships with each other. As this is a year-long commitment, any conflicts should be addressed immediately and resolved in a professional manner. It is also of the utmost importance that rehearsals and coaching sessions be treated with the same regard as performances. Fellows should plan on arriving at least ten minutes prior to the scheduled start of a rehearsal or coaching session to warm up and prepare to play.

## **Dress Code**

Gluck Fellows should dress appropriately for all performances. In general, concert attire is recommended. Flip flops, tennis shoes, shorts, and jeans are unacceptable. If there are any exceptions, they will be noted in the *Gluck Performance Confirmation Form*. Any questions regarding proper performance attire can be answered by the Outreach Programs Manager. Gluck Fellows who do not adhere to this policy may have their Gluck award reduced or cancelled.

## **Sexual Harassment Policy**

The University of California, Los Angeles is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, including sexual exploitation, or intimidation. Specifically, every member of the University community should be aware that the University strongly opposes sexual harassment, and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action that may be needed to prevent, correct, and, if necessary, discipline behavior that violates this policy. The University encourages students who believe they may have been subjected to sexual misconduct or sexual harassment by University faculty, employees, vendors, or guests to report it immediately to:

**Mohammed Cato**  
**Title IX Coordinator**  
**UCLA**  
**(310) 206-3417**  
**[mcato@equity.ucla.edu](mailto:mcato@equity.ucla.edu)**

# **Programming & Presentation**

## **Developing a Program**

Repertoire for every program is left to the discretion of each Gluck Fellows Music Ensemble or Soloist, but is subject to approval by the Gluck Fellows Faculty Artistic Advisor and the Outreach Programs Manager. Performers are encouraged to consult with their Faculty Coach to ensure a relevant and high quality program. Keep in mind that the primary focus of these performances is outreach and therefore special attention to audience education and engagement should be reflected in the programming. To assist in this, the Outreach Programs Manager will try to provide a brief overview of the audience makeup on each *Gluck Performance Confirmation Form*.

## **Audience Interaction**

The goal of the program is to provide engaging, educational, and high quality music outreach out to the greater Los Angeles community. As a result, a key component of every performance is effectively interacting with audience members. Gluck Fellows are encouraged to facilitate audience communication by providing information about themselves, their instruments, the pieces they are playing, and by doing their best to cater this dialogue to the needs of a specific audience (e.g., young students may enjoy a lighter and more humorous discussion, etc.). Additionally, Gluck Fellows should spend extra time introducing each piece and discussing issues such as style, historical importance, and social context. Performers should also be available for any audience questions after the performance; as a general rule, the more personable the performance, the more effective the outreach.

## **Presentations for Schools**

Each Gluck Fellow is required to do two school-site outreach performances during the year. Educational performances presented by Gluck Fellows are intended to broaden student audience members' understanding of different styles of music. In keeping with the didactic focus of these concerts, each Gluck Fellow should include a demonstration and discussion of his or her instrument and also make sure to cater the information provided to the audience. It is expected that each group will have supplemental repertoire that caters to younger audiences for such performances.

## **Presentations for Senior Citizens**

The senior population, which makes up the majority of most Gluck audiences, is quite often the most appreciative. Many of these listeners do not have regular visitors and the company of talented young people can be a source of great joy to them. In some facilities, there may be a number of people moving around during the performance, so performers should prepare for any possible distractions. Additionally, the attention span of some audience members can sometimes be short, while other attendees may appear to not be listening at all. At a few performance locations, audiences can be comprised exclusively of Alzheimer's and dementia patients. In situations like this, it is important to remember that even if an audience member lacks an outward reaction to the performance, it is being greatly enjoyed and the quality of life for the community member is being enhanced through your efforts.

## **Presentations for Libraries and Other Sites**

In addition to performing at senior citizen centers and schools, Gluck Fellows will sometimes provide outreach to the community by performing at libraries, adult schools, and hospitals; the list of sites is constantly changing and being updated. However, the quality of each Gluck performance should remain consistent regardless of the performance venue. As with other types of performance sites, Gluck Fellows should do their best to cater their performance to the specific needs of the site and the audience they are performing for.

# **UCLA Gluck Fellows Program**

## **Contact Information**

## Staff

**Outreach Programs Manager** Martin Hundley  
**Gluck Fellows Faculty Artistic Advisor** Douglas Masek, DMA

## Phone

## Email

Martin Hundley mhundley@ schoolofmusic.ucla.edu  
Douglas Masek massax@earthlink.net

[GluckFellows@schoolofmusic.ucla.edu](mailto:GluckFellows@schoolofmusic.ucla.edu)

## Website

[www.schoolofmusic.ucla.edu/outreach-gluck](http://www.schoolofmusic.ucla.edu/outreach-gluck)

## Offices

Martin Hundley's office is located in the school of music main administrative offices.  
Douglas Masek's office is located on the street level of Schoenberg Music Building in room  
B124

Please feel free to email or call with any questions or to make an appointment for a meeting.

## **Notes**

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