

Conservatory Gig Referral Service

The following are guidelines for students engaging in professional gigs and freelance opportunities through the Gig Referral Service.

Gig Referral Service

This service aims to provide Oberlin students with freelance performance opportunities, as well as a chance to help develop professional and career skills. It is important that students uphold the highest in professional and performance standards as they are representing the Conservatory of Music at Oberlin College.

What is a gig?

Gigs, as defined by the Gig Referral Service, are paid and non-paid performance opportunities for registered Conservatory of Music students who have completed the registration process and been referred to the Gig Service through a recommendation from their teacher and/or coach. Gigs are often referred to as freelance opportunities, one-time jobs, as well as professional engagements.

The performance is viewed as a service to “clients” that can be purchased at a rate designated by you, the performer. Typical opportunities provided through the Gig Referral Service include weddings or receptions, corporate functions, and “atmosphere” entertainment.

Procedures

You must register with the Gig Referral Service by filling out the [registration form](#), which is available in hard copy in Robertson 129. The form and a [current bio](#) (individual or ensemble) must be completed in order for you to participate in gigs organized by this service. A Career Services Advisor will review bios and may ask you to make modifications as needed.

Your studio teacher or chamber music coach must also recommend you to be on the roster of students who may be contacted about performing in the surrounding community. Please provide them with a [Faculty Referral Form](#) and ask that they return it to Career Services in Robertson, 129. Follow-up with your instructor to be sure they have submitted the form. International students must follow the employer regulations and procedures for their visa type.

Submit:

- Registration Form
- Bio
- Faculty Referral Form

You will receive an email notification when your registration is complete. Opportunities will be posted to the Gig Bulletin Board outside of the Robertson 129. It is your responsibility to search the Gig Board for freelance opportunities that interest you or your ensemble.

When you locate a job that you would like to pursue, send an email to gigs@oberlin.edu. Include the gig number you are requesting contact information for and your name as it appears on your registration form. The clients contact information will be emailed to you. *Note: There is no limit to the number of gigs you can request information for. However, please do not request information if you are not truly interested in the job.* Frequently checking the Gig Board and requesting information in a timely manner will ensure your best chances of securing the gigs you are most interested in.

On occasion, students may be asked to perform at no fee for local and community events. These are

volunteer opportunities and may be declined if you are unable to perform due to other commitments. However, you are doing a service to the community and Oberlin College by accepting occasional volunteer gigs. You may also increase the likelihood of other paid opportunities by participating in the occasional unpaid performance.

Clients are asked to complete an evaluation of musicians after the gig.

Responsibilities of the Student

I. Because you are representing the Conservatory during on and off-campus gigs, it is imperative that all communications with employers be handled in an exceedingly professional manner. Please remember to be courteous, polite and professional at all times.

II. A ‘no show’ for a performance or last minute cancellation by the performer will result in immediate removal from the Gig Referral Service. Once you have accepted a job and a contract has been signed, it is your responsibility to make sure the event occurs. If unexpected conflicts arise it is your responsibility to find a substitute. If you contact the Gig Manager in advance he or she will try to assist you, with no guarantees. It is suggested that students accept or decline a gig within 48 hours of its offer.

III. You must inform the Gig Referral Service when you acquire a job to be certain the posting is removed from the Gig Board. Postings are otherwise removed 48 hours after the first request for client information is made.

IV. In the case of a ‘high profile’ gig you may be contacted directly by the Gig Referral Service about the opportunity. Follow the same procedures and contact the service when you accept the offer.

Checklist

- Attend a brief GRS Orientation session (or schedule an appointment with Sara Adams) and collect the necessary forms
- Present faculty/coach with Faculty Referral Form
- Write or update your individual/ensemble bio and have it reviewed
- Submit forms to the Office of Career Services in Robertson 129
- Check back with your faculty member to be sure that the form has been completed and submitted
- Create contract based on examples*

When all materials have been submitted you will receive an email stating that you may begin participating in the Gig Referral Service.

- Regularly search the Gig Bulletin Board for new postings
- Request client contact information by emailing gigs@oberlin.edu
- Contact client: negotiate fee, send them your bio or recording, & agree upon terms
- Inform the Gig Referral Service that the job has been filled
- International students: submit work authorization to the Office of International Students in Peters 205
- Send a copy of the contract to the client and retain one for your records
- Complete Gig 😊

* Example contracts are available in Robertson 129 & online (www.oberlin.edu/career). Whether you use a formal contract or not, it is recommended that you use a written agreement that you can share with the client and retain for your personal & financial records.