



MUSIC ARRANGERS GUILD OF AUSTRALIA INC.

The Industry Benchmark in Professional Arranging.

Membership Application Kit

*Arranger
Electronic Arranger
Copyist*



FREQUENTLY ASKED QUESTIONS

(To proceed with application, turn to page 5)

Who or what is MAGA Incorporated?

We are a national not-for-profit organisation of freelance professional Music Arrangers, Orchestrators, Music Copyists and Engravers who set and maintain the industry standards for these fields within Australia.

What are MAGA Incorporated's goals?

- Govern a **National Industry Standard of Excellence** for Music Arranging, Orchestrating and Music Copying
- Seek to heighten **Industry Awareness** of the importance of our national membership's skills.
- Recommend an **Accepted industry Standard Rate Schedule**
- Assist and advise its national membership with **Charging Rates, Contracts and Workplace Agreements, Copyright and Music Software**
- Foster a **Sense of Community Presence and Importance of Identity** within its national membership

Does membership to MAGA Incorporated endorse professional recognition within the Australian Music Industry?

Yes, it most certainly does. Our organisation has been in existence for over 55 years and its members are **nationally recognised as the pre-eminent professionals in their fields**.

Does membership enhance my work prospects?

We believe it does. Although our organisation is not an "employment agency" for freelance professionals, MAGA Incorporated **often readily forwards enquiries from the general community** (who are usually potential clients) to its membership. But more importantly, membership **automatically implies a standard of professional excellence** to clients. We also offer members the facility of a **free and public listing** on our website as an added tool for seeking employment.

Does MAGA Incorporated have specific Categories of Membership?

We have a number of categories to suit your individual needs:

- **Full Membership** (Individual and/or Business/Corporate) for the professional Music Arranger, Orchestrator and/or Copyist
- **Certificate of Merit** for the student and/or trainee Arranger, Orchestrator and/or Copyist
- **Friend of MAGA Inc.** (Individual and Corporate) for the non-professional, but still requiring a close link with our organisation

What is the difference between an Arranger and an Electronic Arranger?

An Arranger is one who creatively adapts the composer's ideas for performance, by instruments and/or voices via manuscript. An Electronic Arranger is one who creatively adapts ideas **purely and solely by electronic means**. An Electronic Arranger is **not merely an Arranger who transfers a written arrangement into an audio file**; the Electronic Arranger category is specifically **designed for the non-music-reading professional**.

What is MAGA Incorporated looking for in a new Membership Application?

There are more detailed stipulations on the Instruction pages. Broadly speaking, MAGA Incorporated is looking for:

- **Arranger** – thorough knowledge of the principles of harmony and voice-leading, melody and counter-melody, use of instrumentation (including instrument ranges, use of range and transposition), form and structure, presentation of the score, and creativity of adaptation.
- **Electronic Arranger** – creativity of adaptation (including use of sound samples and/or sampled instruments) and sound mix quality. Applications can be submitted electronically or on CD format..
- **Copyist** – excellent layout skills and a working knowledge of music notation conventions, accuracy of transcription, transposition of instruments (where necessary), range of instruments and a thorough knowledge of what the composer or arranger means for that particular vocalist and/or instrumentalist (this may sometimes involve scrupulous analysis and adaptation/correction of the original score)

With the use of Music Notation Software, MAGA Incorporated stresses its most important criteria: LAYOUT!

Are hand-written scores accepted for the Membership Application?

Of course. Prior to the advent of readily available Music Notation Software, all applicants were assessed via this method. Some of our older members still are staunch supporters of the hand-written score and parts. And their outputs are indeed works of art! However, we do advise that there are **very limited professional engagements** for such work nowadays and prospective applicants (especially Copyists/Engravers) are advised to make themselves familiar with the mainstream music software currently available (Finale, Sibelius etc.). All hand-written applications must be **very clearly legible and written in ink**. Traditional Music Calligraphy Penmanship will be assessed with new Copying applicants.

I was once a member of MAGA. How can I re-join?

If you were a former member of a particular State Division, MAGA Incorporated always welcomes past members (you may even still be on our database). In such instances we appraise each re-join on a case-by-case basis. Please contact us on **1300 132 610** for further details.

I am currently working as an Arranger and/or Copyist. How can I find out what to charge my clients?

You cannot find out what our Recommended Rates are unless you become a member of MAGA Incorporated. Our organisation is not a Trade Union and therefore our Recommended Rates are not, under Australian Law, in the public domain. Sorry.

Once completed, who scrutinises my Membership Application?

A National Executive of at least eight (8) biennially elected members administers MAGA Incorporated. The National Executive meets each month to oversee the Guild's activities and to assess new Membership Applications. The National Executive consists of a group of dedicated and industry-respected professionals who give their time voluntarily. Monthly meetings usually occur in the second week of each calendar month. Once our National Executive has assessed a new Membership Application, the applicant is immediately informed of its outcome.

My Membership Application has been successful. What happens next?

Firstly, congratulations are in order! Next, you will be officially notified by letter which includes a copy of our Rules, Definitions, Regulations & Allowances, our Recommended Rates Schedules and Password Access to the MEMBERS ONLY section of our website. Your details will then be uploaded to our National Database whereby you will receive periodic notifications and newsletters. Finally, you will receive your MAGA Incorporated Stamp(s) (You now have the option of electing to use the freely provided electronic JPEG stamp rather than the rubber stamp and ink pad) which will assist the Australian Music Industry in identifying your work as an endorsed professional. You are then able to resource all the immediate help that our organisation has to offer the newly fledged Arranger and/or Copyist.

Now I am a member, how secure are my details? Will I get inundated with email?

MAGA Incorporated has a very strict policy regarding the privacy of its members' contact details. Although we recommend members from "outside" enquiries that we receive, we contact the member first and then allow them to make the decision on what personal details they may wish to release. Our database is not (and never will be) for sale. Any public listings on our website are also vigorously protected from "SPAM Trawlers". However, we foster close contact and industry liaison between members and securely publish Financial Membership Lists (with contact details) in the MEMBERS ONLY section of our website.

By what methods can I submit my Membership Application?

- **POST** to GPO Box 1647, Sydney NSW 2001, AUSTRALIA (please include the appropriate application remittance with an Australia Post Money Order ONLY – personal and/or company cheques are not accepted)
- **EMAIL** to admin@magainc.org.au (application remittance can be made via Internet Banking Transfer direct to our account – see details below). Please submit all documentation in A4 PDF format only.

MAGA Incorporated Banking Details

Account Name: MAGA Inc. Bank: ST GEORGE BANK
BSB: 112 879 Account Number: 118 734 270

- If using Internet Banking Transfer, please ensure you include your name.
- Please also forward a copy of your Record of Payment to us.
- We do not accept any Credit Card remittance for a new Membership Application.
- No application will be considered until we have received the cleared funds of your application costs.

MEMBERSHIP APPLICATION INSTRUCTIONS

To apply to the Guild as a Copyist, Arranger or Electronic Arranger please carry out the following:

1. Complete the appropriate Test for the Categories in which you wish to apply. (see pages 7 to 9) Note: You do not need to return any original test material.
2. Complete the Membership Application Form. (see page 10)
3. Secure a STATUTORY DECLARATION, signed by a Justice of the Peace, stating that solely you undertook this Test. (see pages 11 - 14) Calculate the appropriate Application Fee from the table below and submit your payment. (see next page)
4. Submit your application via post or email. (see next page)

Fee Table:

Fee Component	Optional?	Cost
Entrance Fee	No	AU \$45.00
Annual Subscription (In advance)	No	AU \$75.00
Arranger's MAGA Inc. Rubber Stamp	Yes*	AU \$30.00
Copyist's MAGA Inc. Rubber Stamp	Yes*	AU \$30.00

Notes: As of July 2016, electronic JPEG stamps have been introduced, free for all members, therefore purchasing rubber stamps are now optional.

Examples:

For electronic stamps only:

- If you apply for ONE (1), TWO (2) or THREE (3) categories, the total will be \$120

To Include physical stamps

- If you wish to apply in only ONE (1) category, the total remittance will be AU\$ 150.00
- If you wish to apply in TWO (2) categories, the total remittance will be AU\$ 180.00
- If you wish to apply in all THREE (3) categories, the total remittance will be AU\$ 180.00 as there is no physical stamp for an Electronic Arranger.

METHODS OF SUBMISSION

Submit your completed Test(s), with your payment via one of the following methods:

Method 1:

By POST with an Australia Post Money Order only (no personal or business cheques accepted), made payable to MAGA Inc. to:

MEMBERSHIP APPLICATION
MAGA Incorporated
GPO Box 1647
Sydney, NSW, 2001
AUSTRALIA

Method 2:

By EMAIL to admin@magainc.org.au , including a copy of your Record of Payment by submitting your remittance via Internet Banking Transfer to our account:

Account Name: MAGA Inc.
Bank: ST GEORGE BANK
BSB: 112 879
Account Number: 118 734 270

If emailing your Membership Application, please ensure **all Test material is in A4 PDF** format.

NO APPLICATION WILL BE CONSIDERED UNTIL THE GUILD HAS RECEIVED CLEARED FUNDS OF YOUR APPLICATION REMITTANCE.

The Guild's National Executive will duly assess your application at their next monthly meeting.

Should your Membership Application be unsuccessful, your remittance and completed Test(s) will be returned to you less AU\$30.00 administrative and postage costs.

You will receive immediate notification of your Membership Application's outcome by both phone or email and post.

CONCLUSION

Applications for **Certificate Of Merit** must also our complete the Test criteria. However, a separate Membership Application Kit, Scale of Fees and Test Criteria apply. See the appropriate link on our website.

Applications for **Friends of MAGA Inc.** must complete a separate Membership Application Form and a separate Scale of Fees will apply. See the appropriate link on our website.

MEMBERSHIP APPLICATION TESTS

INTRODUCTION

An Application for Membership to the Music Arrangers' Guild (MAGA) Incorporated, hereafter referred to as "The Guild", requires the Applicant to undertake the Arranging Test, the Copying Test and/ or the Electronic Arranging Test detailed hereunder.

If, following the consideration of the Test Submission, the National Executive determines that the Applicant is suitably qualified to become a member; the aforesaid National Executive shall admit the Applicant to The Guild in the respective category/categories.

THE ARRANGING TEST

The applicant shall be asked to submit one or more fully arranged score(s) of their choosing, which must meet these criteria:

Scores must be arranged for the instrumentation of a minimum of NINE (9) players. For instance: Concert Band, Wind Band, Jazz Ensemble (5 frontline and 4 rhythm section), Big Band, SATB choir with ensemble, Chamber Orchestra or Full Orchestra for a minimum of **32** bars.

The Guild may request a recent CV listing the Applicant's experience as an arranger to date.

Notes:

- Scores may be in CONCERT or TRANSPOSED as long as it is clearly marked on the top left corner of the first score page.
- If the Applicant is submitting an arrangement/ orchestration via music notation software, all information and direction must be clear and a degree of neat and precise visual layout to the score is preferred. The submitted arrangement/orchestration must show the music software that has been used (including its version). Please send PDF files of the scores when submitting.
- If the Applicant is submitting a hand-written arrangement/orchestration, all information and direction must be clearly legible and written in ink.
- All scores must be neat and have a precise visual layout.
- The Applicant must show that they are familiar with particular instrument keys and their relevant transpositions (where applicable). Knowledge of appropriate clefs and the appropriate working ranges of instruments are strong criteria.
- A sound harmonic understanding and structure of the melody must be exhibited.
- Universally understood music conventions are admissible. If using any "shortcut" conventions, please make them readily comprehensible.
- Tempo/tempi (and any modifications to tempo/tempi) must be clearly marked.
- Knowledge of the melody's originator(s) must be demonstrated and annotated or credited appropriately on the score.
- The Applicant must show a degree of creative adaptation, from the original melody, within their arrangement or orchestration. A mere solo instrumental line with accompaniment will not suffice the Guild's requirements.

THE COPYING TEST

Undertake the test in accordance with the directions as stipulated and with the Test Scores provided.

Applicants need only undertake ONE (1) of the following tests:

1. Rock/Jazz Copying/Engraving Test (hand or computer engraved)

“HELLO AGAIN” by Les Dempsey, pages 15 to 19

- Copy Alto Sax part for 8 bars/measures, beginning at bar/measure 36.
- Copy Piano part with Lyrics for 8 bars/measures, from bar/measure 40.
- If undertaking test via music software, the applicant is required to copy out the Full Score for 8 bars/measures, beginning at bar/measure 35.

OR

2. Orchestral Copying/Engraving Test (hand only)

Extract from Larry Sitsky’s Piano Concerto, pages 20 and 21.

- Copy 2nd Oboe part, up one octave
- Copy Piano Part
- Copy 3rd Horn Part

OR

3. Orchestral Copying/Engraving Test (computer only)

Extract from Larry Sitsky’s Piano Concerto, pages 20 and 21.

- Copy the Full Score
- Extract 2 parts from the score

Notes:

- In all forms of Music Copying (score or part), the Applicant must display excellent layout skills on the page. Attention to music size, bar or measure configuration and all clear markings must be appropriately assessed and incorporated.
- Attention to detail and **transcription accuracy** is vital.
- Display knowledge of transposition, where applicable.
- Universally understood music conventions are admissible. If using any “shortcut” conventions, please make them readily comprehensible in both individual part and/or score.
- With regards to an individual part, the Applicant must show a **strong awareness of the instrumentalist and/or vocalist’s individual reading needs**.
- With computer copying/engraving the submitted work must **show the music software** that has been used (including its version).

- Some of the Test Scores may contain aspects that need clarification and/or correction.
- Therefore, copying of some scores and/or parts may require analysis, adaptation and revision. The Applicant must demonstrate due foresight in such circumstances. Where an Applicant feels major correction or Erratum is necessary, **please clearly state your reasons for doing so.**
- **All score directions** including time signatures, key signatures, tempi (and their modifications) are vital.
- Display accreditation awareness (composer, arranger/orchestrator etc.)
- If preparing by hand, please display a scrupulous knowledge of Traditional Music Calligraphy Penmanship.
- All hand-written submissions must be in ink.
- If preparing by music notation software, please display an excellent eye for detail and visual presentation of the music.

Thanks to the Australian Music Centre for allowing us to use the Larry Sitsky score.

THE ELECTRONIC ARRANGER TEST

This category is **specifically designed for the non-music reading arranger.**

- Select a melody, of your choosing. This melody could be a pre-existing recording or part thereof.
- Electronically arrange this melody using **solely electronic** (live, analogue and/or digital material) means.
- The duration of the extract should be **not less than SIXTY (60) seconds.**

Notes:

- A mere recording of a “live” performance will not suffice.
- The completed Application must be submitted on **CD/ USB format or as an accessible download link.**
- Please submit the highest quality audio format you can.
- Particular aural reference **should be “electronic”** in timbre and not a mere simulation of “live” samples. However **“live” samples may be a component.**
- Remember that you are arranging or re- mixing an already existing melody.
- **Creativity of the adaptation is sought.**
- Excellent quality of the sound mix is an advantage.
- The end product **should reproduce satisfactorily** on most domestic audio equipment, within reason.

APPLICATION FOR MEMBERSHIP AS

Arranger: ☐ Copyist: ☐ Electronic Arranger: ☐

(Tick all that apply)

I, (Mr, Mrs, Miss, Ms) _____ hereby apply for membership of MAGA Incorporated in the above category/categories. In doing so, it is understood that if accepted as a member, I shall abide by the Rules, Definitions, Regulations & Allowances and observe the Recommended Fee Schedule, all as set by the Guild from time to time, including any amendments and alterations thereto, and I shall do all within my power to enhance the prestige and security of the Arranging, Orchestrating and Copying Profession.

(If the applicant is in Australia on a work permit visa, a copy of the Department of Immigration and Multicultural Affairs' authorisation certificate showing the exact nature of the work to be undertaken, duration of stay and conditions of employment in Australia, must be appended with this application.)

Applicant's signature: _____ **Date:** _____

Surname: _____ **Given Names:** _____

Residential Address: _____

_____ **State:** _____ **Post Code:** _____

Postal Address: _____

_____ **State:** _____ **Post Code:** _____

State: _____ **Post Code:** _____ **D.O.B:** _____

Mobile: _____ **Home Phone:** _____

Email: _____

Web Site: _____

Witness Name: _____ **Signature:** _____

For Office Use Only

We, the undersigned members of the Guild's National Executive, hereby agree to the admission of the above named applicant to the Guild and affirm that his/her Test Submission complies with the standard required by the Guild's Rules, Definitions, Regulations and Allowances.

_____/_____
_____/_____
Date _____

Statutory Declaration

I,.....
(FULL NAME OF DECLARANT / PERSON MAKING THE DECLARATION)

of.....
(ADDRESS OF DECLARANT / PERSON MAKING THE DECLARATION)

.....Postcode.....

in the State/Territory of.....

Insert your occupation(s).....

do solemnly and sincerely declare that

(Your Statutory Declaration ends on the reverse side of this page and that is where you sign it)

Place your initials in the box beside the State or Territory in which your Statutory Declaration is being made.

- | | | |
|----------------------|---------------|--|
| <input type="text"/> | N.S.W. | – And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1900</i> . |
| <input type="text"/> | VIC. | – And I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person making a false declaration is liable to the penalties for perjury. |
| <input type="text"/> | QLD. | – And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the <i>Oaths Act 1867</i> . |
| <input type="text"/> | S.A. | – And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the <i>Oaths Act 1936</i> . |
| <input type="text"/> | W.A. | – This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.
This declaration is made under the <i>Oaths, Affidavits and Statutory Declarations Act 2005</i> . |
| <input type="text"/> | TAS. | – I make this solemn declaration under the <i>Oaths Act 2001</i> . |
| <input type="text"/> | N.T. | – And I make this solemn declaration by virtue of the <i>Oaths Act</i> and conscientiously believing the statements contained in this declaration to be true in every particular.
NOTE: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2,000 or imprisonment for 12 months, or both. |

This statutory declaration form should not be used for matters relating to the **Australian Capital Territory (A.C.T.)** or for **Commonwealth** matters. Also, it should not be used for matters relating to Australian Territories such as Norfolk Island, Christmas Island, Cocos (Keeling) Islands, Australian Antarctic Territory, the Coral Sea Islands Territory, the Territory of Ashmore and Cartier Islands and the Territory of Heard Island and McDonald Islands.

Declared atin the State/Territory of

this day of 20.....

.....
(SIGNATURE OF DECLARANT / PERSON MAKING THE DECLARATION)

before me

.....
(SIGNATURE OF WITNESS / PERSON BEFORE WHOM THE DECLARATION IS MADE)

.....
(NAME OF WITNESS / PERSON BEFORE WHOM THE DECLARATION IS MADE)

.....
(ADDRESS OF WITNESS / PERSON BEFORE WHOM THE DECLARATION IS MADE)

.....Postcode.....

.....
(TITLE OR QUALIFICATION OF WITNESS / PERSON BEFORE WHOM THE DECLARATION IS MADE)

The Prepare-Your-Own Statutory Declaration

What is a Statutory Declaration?

It is a written statement of facts which the person making the declaration (this person is normally called the *declarant*) signs and declares to be true.

The person who fills out this Statutory Declaration form and signs it is therefore called the declarant.

What is a Statutory Declaration used for?

It is used as formal evidence of certain facts in dealing with government departments and in some commercial dealings *e.g. a declaration concerning loss of property under an insurance claim or as written evidence of loss of a share certificate.*

What are the consequences of making a false or dishonest Statutory Declaration?

As a Statutory Declaration is a solemn declaration, there can be serious consequences and/or penalties at law for anybody who knowingly makes false or dishonest statements on a Statutory Declaration form.

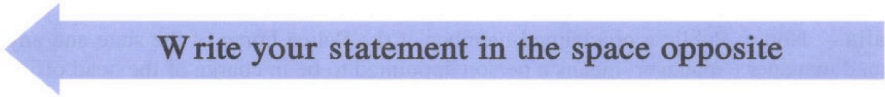
The persons qualified to witness a Statutory Declaration should be familiar with the consequences and/or penalties in their respective State/Territory.

HINTS FOR FILLING OUT YOUR STATUTORY DECLARATION FORM

- ◆ Write clearly and legibly as your statement must be “readable”.

It can be typewritten or written out by a person other than the *declarant* but it must be signed by the *declarant*.

- ◆ Write your statement in the “first person” – that is, use ‘I’. *For example, “I have lost my”.*



Write your statement in the space opposite

- ◆ Use plain English as much as possible and state facts simply.
- ◆ Sometimes, a Statutory Declaration must be completed by more than one person.

Whilst it is quite possible (and legal) in certain States/Territories for a joint Statutory Declaration to be made and signed by two or more people, it is recommended that each person complete his/her own separate Statutory Declaration – even though the statements of facts by each person may be identical.

This Statutory Declaration form is designed for use by one person only. It is therefore recommended that separate forms be used if more than one person is required to complete the same statement(s) of facts.

Signing your Statutory Declaration form

Your Statutory Declaration must be signed in the presence of a qualified witness.

As this Statutory Declaration form is designed to be used in all States of Australia plus the Northern Territory, you must ensure that two simple things are done:

1. Place your initials in the box beside the State or Territory in which your Statutory Declaration is being made.

See opposite page

Note:- Please observe the exception for matters relating to the **Australian Capital Territory, Commonwealth** matters and matters relating to the other Australian Territories as listed.

2. Make sure that the person who witnesses your Statutory Declaration is qualified to be a witness.

A Justice of the Peace can witness a Statutory Declaration in any State of Australia and in the Northern Territory.

Other people who are qualified to witness a Statutory Declaration – **apart from a Justice of the Peace** -in each State of Australia or in the Northern Territory are:-

N.S.W. – Notary Public, British or Australian Consular Officer, a solicitor authorised under section 27 (1) of *Oaths Act 1900* and any other person authorised to administer an oath under section 26 of *Oaths Act 1900*.

Victoria – A wide variety of persons are qualified to be witnesses including a barrister and solicitor of the Supreme Court, dentists, medical practitioners and Notaries Public.

Queensland – Commissioner for Declarations, Notary Public, barrister, solicitor, conveyancer or other person authorised by law to administer an oath.

South Australia – Notary Public a proclaimed member of the Police Force of the state and any other proclaimed manager ('manager' means a person appointed to be in charge of the head office or branch office in the State of any authorised deposit-taking institution).

Western Australia – A wide variety of persons are qualified to be witnesses including legal practitioners, medical practitioners, pharmaceutical chemists, police officers, chartered accountants and certified practicing accountants.

Tasmania – Any person authorised by law to administer an oath or a Commissioner for Declarations.

Northern Territory – Any person may act as witness provided they have attained the age of 18 years.

Some statutory declarations do not need to be witnessed in the Northern Territory. This only applies where a Territory law, an agreement, custom or practice authorises or permits this.

PLEASE NOW DETACH THE STATUTORY DECLARATION FORM BY TEARING ALONG THE PERFORATED LINE AND COMPLETE YOUR STATUTORY DECLARATION.

1

(37)

ACTUAL PITCH

Soli

APD Sax

TEN Sax 1

2

BAS.

ACTUAL PITCH

TRP 1

2

3

TBN 1

2

GT2

Solo Voice

HEAR YE HEAR YE "Hee-o-o"

PNO

BASS

DRS

STGS

SYNTH (COPR.)

ORCH CUE

Les Dempsey

5

2

Handwritten musical score for a song, featuring multiple staves with musical notation, lyrics, and performance instructions. The score is written in a key with one sharp (F#) and a 4/4 time signature. The lyrics are: "Hell - O my friend Hell - O - Just". The score includes various musical notations such as notes, rests, and dynamic markings like "mp" (mezzo-piano) and "f" (forte). There are also handwritten annotations like "Suss", "Cyrus", "Fill", and "Les Dempsey". The score is divided into two systems, with a page number "6" at the bottom center.

Les Dempsey

Les Dempsey

10

fl
obs
clar
B/clar
bass
C/bass

Vln I
Vln II
Viola

Pno
C/bass

Mosso, Vigaroso

20