
Sound Studio Hire Procedure

1. OBJECTIVES

The objectives of this procedure are:

- a) To enable MTC's artistic community to access the Sound Studio during the COVID-19 pandemic in line with Government social distancing requirements
- b) To maintain the workplace in a safe manner for all employees and visitors
- c) To maintain a high standard of cleanliness and hygiene

2. SCOPE

This procedure and associated procedural principles apply to all Melbourne Theatre Company (MTC) employees. All other individuals engaged in activities reasonably connected with the MTC (including activities that extend beyond MTC premises and encompass electronic communications and virtual environments) are also expected to conduct themselves in a manner consistent with this policy. Typically such individuals include:

- a) contractors;
- b) consultants;
- c) secondments
- d) volunteers; and
- e) visitors.

1. This policy is separate to, and does not form part of, The University of Melbourne Enterprise Agreement 2013 (Agreement) as contemplated at clause 6.2 of the Agreement.

3. PROCEDURE

Hire enquiries are sent to [Kathleen Higgs](#), Executive Administrator to the Executive Director and Co-CEO, for processing. There are a limited number of sessions available, no more than two a day and usually on a Friday. Each session is a maximum of three hours recording time, four hours total session time with a maximum of one session per person/group. Hire requests must include:

- An option of dates and times for recording, if known
- How many people will be in the session and their names (no more than 5 people in the studio at a time)
- A description of what is to be recorded and how the recorded material will be used
- A rough idea of the time needed in the studio and whether any mixing is required by our technician
- A completed COVID 19 checklist
- Confirmation that this procedure document has been read and understood

Kathleen will then loop in Kerry Saxby, Technical Manager, to assign a sound technician and confirm the booking as well as details of any mixing that the sound tech might asked to do. Each recording session will be three hours total, inclusive of any mixing required, the total session is four hours to allow for administrative and cleaning tasks to be completed.

Once a time is agreed, Kathleen will send through a calendar invite with Booking Confirmation details to the hirer and to MTC's sound technician. The hirer is asked to arrive 5 minutes before the allotted booking time and to bring with them:

- Pen to sign in with
- Cleaning cloths/ alcohol wipes
- Scripts, instruments or any other materials needed for recording purposes
- A device such as a USB stick or portable hard drive (formatted for mac) for the recorded material

When the hirer arrives, the sound technician will let them into the building and:

- Get the hirer to use the hand sanitiser and sign in using their own pen
- Induct the hirer to the space, showing the location of male, female and all gender bathrooms as well as emergency exit
- Explain the COVID-19 specific precautions such as minimal touching of surfaces, sneezing or coughing into a tissue or elbow and wiping down door handles after use

After the recording, the sound technician will oversee as the hirer wipes down all surfaces with the cloths/alcohol wipes they have brought. MTC will provide a cleaning spray if needed. The hirer will then take the cloths with them.

All recordings remain the property of the hirer and MTC will not keep the files once received by the hirer. All copyright approvals for any materials recorded remains the sole responsibility of the hirer.

Cancellations

MTC reserves the right to cancel the hirer with 24 hours' notice. Should the hirer wish to cancel, 48 hours' notice is appreciated so that we can let our sound technician know.

4. RELEVANT LEGISLATION

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Government and Health department directives/guidelines

5. RELATED MTC DOCUMENTS

- COVID-19 Checklist

6. RESPONSIBLE OFFICERS

- Executive Administrator to the Executive Director & Co-CEO
- Technical Manager – Lighting/Sound
- Health and Safety Coordinator

7. IMPLEMENTATION OFFICER

- Executive Administrator to the Executive Director & Co-CEO
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Version Control			
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