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## Studio Sessions Hire Procedure

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### 1. OBJECTIVES

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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

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### 2. SCOPE

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This procedure and associated procedural principles apply to all Melbourne Theatre Company (MTC) employees. All other individuals engaged in activities reasonably connected with 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.

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### 3. PROCEDURE

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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. 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:

- Preferred dates and times for recording
- The names and residential suburbs of all people attending the session (no more than five people in the studio at any time)
- A description of what is to be recorded and how the recorded material will be used
- An estimation of the time needed in the studio and whether any mixing is required by our technician (max. three hours recording time)
- A completed COVID-19 checklist and a contact number
- Confirmation that this procedure document has been read and understood

Kathleen will then follow up with Kerry Saxby, Technical Manager, to assign a technician and confirm the booking along with the details of any mixing that the sound technician might be asked to do. Each recording session will be three hours in 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. The hirer is asked to arrive five minutes before the allotted booking time and to bring with them:

- Pen to sign-in with
- Cleaning cloths / alcohol wipes
- Scripts, instruments, costume, makeup – any other materials needed for recording purposes
- A portable hard drive (formatted for Mac) for the recorded material

When the hirer arrives, the 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 exits
- 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 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 technician know.

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## **4. FURTHER INFORMATION**

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Artists are welcome to use their hire time of the studio to record any sound or video material that they wish.

For video recordings MTC will provide:

- Soft lights with a plain photographers background
- Single HD camera operated by technician
- High quality audio recording with a shotgun or radio microphone
- A mirror for makeup checks will be provided and costume changes can happen in the bathroom located on the ground floor

For sound recordings MTC will provide:

- Sound studio and technician

- Piano
- Midas M32R mixer with direct inputs to Reaper and Audition
- Mics available include 2 x NT1, 3 x NT1a and 2 x KM184

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## 5. RELEVANT LEGISLATION

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

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## 6. RELATED MTC DOCUMENTS

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- COVID-19 Checklist

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## 7. RESPONSIBLE OFFICERS

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

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## 8. IMPLEMENTATION OFFICER

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- Executive Administrator to the Executive Director & Co-CEO
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<b>Version Control</b>			
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