



VCA
Victorian College
of the Arts

VCA PRODUCTION

Student Information
2017

In the spirit of reconciliation, The Victorian College of the Arts recognises that it is situated on country for which the people of the Kulin Nations have been custodians for many centuries and on which they have performed age-old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and unique role in the life of this region and offer our deep appreciation for their contribution to, and support of, our artistic and academic enterprise.

TABLE OF CONTENTS

VCA Production	4
Production Building (878) and Theatre Building (878) Access	4
Academic and Professional Staff	4
Dates for 2017.....	5
University Recognised Public Holidays – VCA Closed.....	5
COURSE INFORMATION.....	5
Attendance	5
Absence	6
Teaching Hours	6
Assessment.....	6
Course Advice	6
Student Contact details	6
Special Consideration – Application and Procedures.....	6
Grievance Procedures.....	6
Communication.....	7
Timetables	7
GENERAL SCHOOL INFORMATION	7
Environmental Awareness	7
Lockers	7
Personal Mail and Deliveries.....	7
Phone	7
Photocopying.....	7
Noise Level and use of Foyer in Theatre Building	7
University Vehicles	8
Mobile Phones/Phone Access	8
School of Production Computers.....	8
Tickets for Productions	8
Part Time Work.....	8
External Production work	9

Disclaimer: reasonable endeavours have been used to ensure that material contained in these guides was correct at the time of publication. Changes may be made if deemed appropriate and where possible will be notified. Check for confirmation with your relevant course coordinator if uncertain.

VCA Production

Production is responsible for providing a range of courses in lighting, sound, scenery/props, costume, design, and stage management that are designed to train professionals to work in the performance and entertainment industries. The training is focused on skills development, theoretical understanding and applying these in practice on a range of VCA productions including dance, theatre, music theatre and film.

This document provides useful information about policies and procedures within VCA Production. It will assist you to make your time at the VCA enjoyable and productive, so please familiarise yourself with the information. The Melbourne University Handbook is available on the website

Production Building (878) and Theatre Building (878) Access

The Production building opens at 8.30am every day.

Swipe access is available from 7:00am – 11:30pm Monday – Saturday, Sunday 9am-9pm. Some spaces require bookings, see Room bookings and access hours in the Faculty Student Guide)

Academic and Professional Staff

Mr Leon Salom	Head of Production	T:9035 9286 E: leon.salom@unimelb.edu.au
Associate Professor Richard Roberts	Senior Lecturer in Production	T:9035 4832 E: caleb.roberts@unimelb.edu.au
Ms Anna Cordingley	Lecturer in Design	T: E: cordingley.a@unimelb.edu.au
Ms Juliet McDonnell	Lecturer in Design for Film and Television	T: E: juliet.mcdonnell@unimelb.edu.au
Mr Mark Postlethwaite	Lecturer in Props and Scenery	T:9035 9377 E: markrp@unimelb.edu.au
Mr Danny Pettingill	Lecturer in Lighting	T:9035 9367 E: d.pettingill@unimelb.edu.au
Mr Georgia Johnson	Lecturer in Costume, Costume Workroom Coordinator	T: 9035 9372 E: georgiaj@unimelb.edu.au
Dr Roger Alsop	Lecturer in Sound	T:9035 9236 E: ralsop@unimelb.edu.au
Ms Annie Reid	Lecturer in Stage Management	T:9035 9143 E: ann.reid@unimelb.edu.au
Naomi Adams	Technical Resources & Facilities Coordinator (Performing Arts)	T:8344 9653 E: naomi.adams@unimelb.edu.au
Michael O'Dwyer	Stage Craft Workshop Coordinator	T:9035 9340 E: michael.odwyer@unimelb.edu.au
Duraan Reid	Stores Officer (Performing Arts)	T:9035 93689 E: duraanr@unimelb.edu.au
Darren Golding	Production & Facilities Manager	T:9035 9157 E: darren.golding@unimelb.edu.au
David Lang	Production Coordinator, Theatre and Dance	T: 90359106 E: david.lang@unimelb.edu.au
Khat Kerr	Production Coordinator, Theatre and Dance	T: 9035 9171 E: kkerr1@unimelb.edu.au

Dates for 2017

(Check with your individual area student guide as these vary for some disciplines)

Semester 1

Monday 27 February – Friday 23 June

Easter Break/NTP

Friday 14 April – Sunday 23 April

Non-Teaching Period

Monday 26 June – Sunday 23 July

Semester 2

Monday 24 July – Friday 17 November

Open Day

Sunday 20 August (Students will be advised if required to attend in advance)

Non-Teaching Period

Monday 25 September - Sunday 1 October

University Recognised Public Holidays – VCA Closed

Please see the official University dates here: <http://www.unimelb.edu.au/dates>

*Please note that Labour Day, Monday 13 March, and Melbourne Cup Day, Tuesday 7 November are **not** University Holidays. Classes will run as normal on those days.*

COURSE INFORMATION

More information about the Bachelor of Fine Arts (Production) and specific subjects is available at <http://vca.unimelb.edu.au/study/degrees/bachelor-of-fine-arts-production/overview>. More information about the Master of Design for Performance available at <http://vca.unimelb.edu.au/study/degrees/master-of-design-for-performance/overview>. More information about the Master of Production Design for Screen available at <http://vca.unimelb.edu.au/study/degrees/master-of-production-design-for-screen/overview>.

Staff provide detailed subject outlines at the commencement of each Semester via LMS.

Attendance

The profession you are about to enter is a demanding one where punctuality and reliability is an essential standard of behaviour; consequently students are expected to arrive and be ready at the advised starting time of a class or production activity. Lateness is unacceptable. Students arriving more than 10 minutes after the scheduled start time will be marked absent.

If a student is absent for more than 20% of scheduled class time in any unit or project it may not be possible for a student to pass that subject. Under certain circumstances the Board of Examiners may take into account requests for Special Consideration. If at any time, you feel your work is hampered by outside circumstances e.g. illness, grief etc., discuss this immediately with a student advisor at Stop 1 who will advise you on how to apply for Special Consideration.

Absence

You should advise your Course/Stream Coordinator (in advance whenever possible) if you cannot attend classes for any reason. In line with industry practice absences of more than one day will need to be supported by a medical certificate or health care professional certification. This will also assist you should it be necessary to make application for Special Consideration. It is the student's responsibility to follow up on any material from missed classes. Subject Coordinators will explain in detail the hurdle requirements for each subject and the implications of injury on attendance

Teaching Hours

Teaching hours are normally Monday – Friday between 9am - 6pm; and 9am – 11pm during Production and Performance Weeks. However, there may be activities scheduled outside these times and during the weekend for certain VCA productions. You will be notified about these in advance. Please note that mid-year and mid semester breaks are from classes, not necessarily from projects.

Assessment

How and when students are assessed is outlined in the Subject Overview document and Project Briefs accessible on the relevant LMS subject page. Please note that the university's policy on late submission is applied to all subjects in Production where an extension has not been requested and approved in advance: a penalty of 10% of the maximum mark for each day late and no record of a grade for work more than 1 week late. Extensions of up to 10 days can be negotiated and granted at the discretion of the Subject Coordinator via email, special consideration applications are required for extensions beyond this timeframe, see below.

Course Advice

Students can speak with their Stream or Course Coordinator for general enquiries about their course. The Head of Production provides a point of contact for more significant issues involving a course and a student's progress within it.

Student Contact details

Staff regularly access student details.

Students are responsible for ensuring these details are correct by checking and updating their details on the Student Portal as soon as possible.

Special Consideration – Application and Procedures

All special consideration applications must be submitted via my.unimelb and must be supported by medical certificates, Health Professional Report (HPR) or statutory declaration. Students can access all the required information on the process at my.unimelb.edu.au. Special Consideration applications will not be accepted via any other method.

Grievance Procedures

If you have a problem with any matter related to your course you must first take it up with the staff member concerned. The Head of Production will only become involved if it has proved to be impossible to resolve the issue by negotiation between the parties directly involved.

The student union will act as an advocate for students where it has not been possible to resolve an issue internally; however, to avoid the matter getting out of hand it is most important that you make every effort to resolve things within the department before taking other action.

Communication

Electronic communication is the most common form of communication, via your University of Melbourne e-mail address, through the **Learning Management System (LMS)** and the **LMS VCA Production Community**. All students have pigeonholes. You should check the boards and pigeonholes at least once a day. The notice boards are also used as a means of communication for projects and for general information about what is going on around the School and outside the Faculty.

Timetables

Timetables are distributed and published at the start of each semester, and available via LMS in the VCA Production Community. Any alterations will be posted on LMS and sent via university email by the appropriate Stream/Course Coordinator.

GENERAL SCHOOL INFORMATION

Environmental Awareness

We would ask that all students be aware of energy/water usage and rubbish accumulation. Turn off lights in empty rooms, recycle paper and other consumables.

Similarly the kitchen area is for use by all students. It is the student's responsibility to keep this area clean and uncluttered. Please be mindful of rotting food being left in the fridge!

Lockers

Lockers are available for all students and are located in the Production building for undergraduate students with larger lockers reserved for Third Year students, and in the Graduate Design Studios for Masters Coursework students. Students must supply their own padlocks or combination Locks. Lockers will be cleaned out at the end of each year and any locks cut off. It is your responsibility to make sure that you locker is empty at the end of the year and that your lock is removed. A strict limit of one locker per student will be enforced.

Personal Mail and Deliveries

Please be aware that VCA will not accept personal mail or deliveries on behalf of students.

Interstate students should ensure their families are informed of this.

Phone

There are emergency phones located on the first floor of the Dance building 864 outside Studio B221 and at the counter of the Theatres building 879, 28 Dodds Street.

Photocopying

Photocopiers in the Production and Theatre building are available to be used while working on a production placement for printing specific to the production, please see your production coordinator to obtain a code for the production you are working on.

For research, curriculum and class work related photocopying the Library has a number of photocopiers available for use. For further information please see the Faculty student guide.

Noise Level and use of Foyer in Theatre Building

Please be aware that the Office located in the foyer is a work space. Noise levels should be minimised wherever possible at all times, but particularly during Bump Ins/Outs. Should you have a need to move furniture in the foyer please return it to a neat and tidy arrangement.

University Vehicles

University vehicles may be available for use on approved university business including VCA Productions.

Procedure:

1. Contact Supervisor / Manager to approve of vehicle use
2. Contact Property and Campus Services (P&CS) to confirm vehicle availability
3. Conduct Risk Assessment or Job Safety Analysis
4. Complete and return required Driver's Licence Registration and Authority to Use Faculty Vehicle Forms to P&CS

Conditions:

1. Use of vehicles only permitted for approved University of Melbourne business
2. Driver must hold a current full drivers licence valid in state of Victoria
3. Driver is responsible for all penalties imposed as a result of traffic and parking offences
4. Smoking, administration of illicit drugs or consumption of alcohol is not to be conducted in the vehicle and the driver is not to drive the vehicle under the influence of alcohol or illicit drugs
5. Vehicles are not available for after-hours and weekend use

Note: Use of vehicles is subject to all terms and conditions as outlined in "Use of Faculty Vehicles Guideline" and "University Vehicle Fleet Procedure" documents

There may be times when you may need to use your own car. Please make sure that you are going to be reimbursed for travel before agreeing to use your own car.

Mobile Phones/Phone Access

Mobile phones must be switched off or in silent mode during class times.

During production work you are advised to limit the use of your personal mobile phone. The production budgets are generally very small and unless stated by the Production Coordinator you will NOT be reimbursed for the use of your mobile phone

School of Production Computers

The school has two Mac computers situated in the Production building for student use. These do not have internet access. Printing of documents is allowed for Production Placement related work **only** Computers are wiped on a regular basis so please store your information on your own USB stick. For Faculty wide IT facilities please see the VCA & MCM Student Guide.

Tickets for Productions

Complimentary or cut-price tickets are sometimes made available for external productions, often at short notice. Check your email and LMS Communities section regularly for details of special offers. Please make sure that if you accept a ticket offer that you actually attend the production. The policy for complimentary tickets for VCA productions varies with each discipline.

Part Time Work

It is acknowledged that students often need to take part time work while they are studying at the VCA and MCM. It is helpful if that work is flexible, allowing students to be fully committed to production work when it is necessary. The critical times are scheduled class times and Production and Performance weeks (indicated in timetable). Please note that production placement work generally finishes at 6pm, except for Production/Performance weeks.

External Production work

Paid or non-paid production work (both within and outside the VCAMCM) that does not form part of your assessable assignments needs to be discussed with your relevant Stream or Course Coordinator to ensure that it will not interfere with your official production placement.