



VCA Production University of Melbourne

Student Information 2009

Contents

- 1. The Production Office**
- 2. Term Dates for 2009**
- 3. Teaching Hours**
- 4. Student Contact Files**
- 5. Assessment Files**
- 6. Messages and Notice Boards**
- 7. Timetables**
- 8. Environmental Awareness**
- 9. Bookings of Spaces for Activities and after hours bookings**
- 10. Photocopying**
- 11. Attendance**
- 12. Grievance Procedures**
- 13. Health**
- 14. First Aid**
- 15. Health and Safety**
- 16. Smoking**
- 17. Lockers**
- 18. Bikes**
- 19. Tickets for Productions**
- 20. Library**
- 21. Travel Concessions**
- 22. Car Parking**
- 23. Student and Academic Services**
- 24. Sexual Harassment**
- 25. Security**
- 26. Internet Access/Computers**
- 27. Mobile Phones/phone access**

- 28. Cars
- 29. Assessment
- 30. Student Work
- 31. Placement class
- 32. Feedback sessions
- 33. Booking equipment
- 34. Shed pieces
- 35. Special Consideration – Application and Procedures
- 36. Staff
- 37. General Information

VCA Production

VCA Production is responsible for providing a range of courses in lighting, sound, set and costume design, puppetry, stage and production management and Indigenous Arts Management that are designed to train professionals to work in the performance and entertainment industries. The training is focused on skills and theoretical issues related to practical work carried out in live performance situations. The School of Production provides services in the above areas to the whole of the VCA.

This booklet contains specific information about the VCA Production. Please refer to the VCA website for general college information; in particular the college policies – <http://www.vca.unimelb.edu.au/Content.aspx?topicID=1191>

1 The Production Office

The Production Office is located in Dodds St. All general queries and matters concerning the Head of Production should be referred to that office. Various items of minor equipment and office consumables are also located there. The office also provides support services for budgeting and ordering for productions and for the general running of the Department.

The office telephone number is (03) 9685 9252 and email is vca_production@unimelb.edu.au. The office is open to students from 9am - 5pm. The office is closed between 1.00pm and 2.00pm for lunch.

The office area in Dodds St also houses some of our teaching facilities – PMR (Production Meeting Room), Drawing Room – mainly used for Technical drawing and Design classes, Design room and Computer room. The computers are available for all students to use – for class work and production work. They are **not** connected to the Internet. Computers connected to the Internet are located in the Student Union.

2 Term Dates for 2009

Term 1	9 th February – 9 th April
Easter	13 th April – 17 th April
Term 2	20 th April – 19 th June
Term 3	13 th July – 11 th Sept
Term 4	21 st September – 4 th December

3 Teaching Hours

Teaching hours are normally between 9am - 6pm; however, the staff may arrange work outside these hours. **Please note that mid year and mid term breaks are from classes, not necessarily from projects.**

4 Student Contact Files

A file is maintained in the Production office of all students' current addresses and telephone numbers, including next of kin and emergency telephone numbers. Students are required to advise the office immediately of any change of address or telephone number. Forms for this purpose are located in the Production foyer pigeonhole. You are also advised to update this information with Student and Academic services. This can be done online - http://www.vca.unimelb.edu.au/sas/#cs_2468

5 Assessment Files

Students' files and records are located in the Production Office. Your file is available for viewing on request, but must not be removed from the Office. Appointments for viewing of files must be made through the Administration officer with the approval of the Head of Production.

6 Messages and Notice Boards

The notice boards are used as the major means of communication for projects and for general information about what is going on around the School and outside the College. Notices pertaining to the particular day are written on the white board in the Production Foyer. All students have pigeonholes. You should check the boards and pigeonholes at least once a day.

7 Timetables

Timetables are distributed and published at the start of each term. Any alterations will be posted on the whiteboard and sent via email.

8 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!

9 Room Bookings (excluding Workshop and Wardrobe workroom)

If you wish to book a space for any non-timetabled purpose, bookings can be made through Student and Academic Services.

Bookings can be made:

Weekdays	9am - 11pm
Saturdays	9am - 6pm
Sundays	11am - 5pm

(Please note - Bookings must be requested 24 hours in advance and can only be made one week in advance; Week end access bookings to be submitted by Thursday 2pm)

Bookings can be made:

- 1 - in person at the Student and Academic Services office
- 2 -online via the VCA website: <http://www.vca.unimelb.edu.au/sas/>
- 3 – via email sas-studentbooking@unimelb.edu.au

Workshop/Wardrobe workroom Bookings

Please obtain approval from Mark Postlethwaite (workshop) or Kym Williams (wardrobe) before proceeding with this booking.

A Room Bookings request to Production administration the day prior to the booking must be submitted. Weekend bookings must be submitted by 1pm on the Thursday prior to the weekend. These bookings can be made:

- 1 – booking form available in production foyer pigeon hole
- 2 – email – vca-production @unimelb.edu.au

All room bookings are printed out daily and posted on the noticeboard. Please check that your booking has been added and that it is correct.

Security and Room bookings

If you request to be allowed in to a specific area on the weekend at a specific time then you **MUST** be there at the stated time or Security will not let you in. They are **VERY STRICT** about this and **NO** exceptions are made. Similarly, Security will lock you out at the stated time that was originally requested.

Students using rooms after hours may be asked for their student ID by security staff. Each user of space is responsible for observing the **NO SMOKING** regulations and rooms must be left clean, tidy and set up for normal use. No equipment is to be removed from rooms. If extra tables/chairs, props or set items are used for classes or project work they must be removed and returned at the end of the session.

Please remember that Security is available to assist you **BUT** will not allow you into rooms if you are late or if you are not officially booked in. It is vital that Security are aware of the people on campus particularly at nights and at weekends. Please call them on 9685 9311 if you wish to leave your booking early or you are running late/canceling booking.

10 Photocopying

The photocopier is located in the Administration Office. It is not available for student use for photocopying class work, but is available to be used while working on a Production placement. Please see Edith to obtain a code for the production you are working on. Photocopiers are available in the Library for minimal cost.

11 Attendance

The profession you are about to enter is an extremely demanding one where punctuality and reliability is an essential standard of behavior; consequently students are expected to arrive and

be ready for work at the advised starting time of a class or rehearsal. Lateness is unacceptable. Students arriving more than 10 minutes after the scheduled start time will be marked absent.

If you are absent for any reason you must complete an ABSENCE form – these forms are located in the Production foyer pigeonhole.

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 a subject. Under certain circumstances the Board of Examiners may take into account written 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 the Head of Production who will advise you on how to apply for Special Consideration.

12 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.

<http://www.vca.unimelb.edu.au/studentunion/>

Please refer to the VCA website Student Grievance Policy and Procedures page:

<http://www.vca.unimelb.edu.au/Content.aspx?topicID=1191>

13 Health

The Production schedule is very demanding and for this reason it is suggested that students make every effort to look after their health.

A doctor attends the campus (Appointments can be made on Monday, Wednesday and Thursday in person or by phone on 9685 9045 during opening hours.

When closed appointments can be made by phoning University of Melbourne Health Service on 8344 6904. The doctor bulk bills on presentation of your Medicare card. T

Students also have access to the services of a physiotherapist. There is a fee charged for consultation.

14 First Aid

First Aid kits are kept in the Production foyer, outside the Workshop Manager's office and in the Bio-box in Grant Street Theatre. All accidents must be reported to a staff member and appropriate documentation completed.

First Aid Officers are Michael Gange and Mark Postlethwaite.

15 Health and Safety

The Workplace Health and Safety Officer is Mark Postlethwaite. Although he is formally concerned with the health and safety of staff, he is trained in workplace health and safety practices and you should use him for his expertise wherever necessary.

In the event of an accident or incident related to Health and Safety an Incident report form should be completed and lodged at the administration office.

16 Smoking

The VCA has a policy of total prohibition of smoking in all College buildings and vehicles. Smoking is NOT permitted in classrooms, corridors, Cafeteria or toilets. Smoking is permitted on stage only during performance, and only within the context of the production. Smoking onstage can only occur after appropriate documentation is submitted to Buildings and Services department.

17 Lockers

Lockers are allocated at the beginning of the year on a 'first come first served basis'. Students must supply their own padlocks. Lockers will be cleaned out at the end of each year and any locks cut off. It is your responsibility to make sure that your locker is empty at the end of the year and that your lock is removed.

18 Bikes

Bikes must be stored in the racks provided outside the Production Corridor – near workshop and costume. Bikes should be securely locked to avoid theft.

19 Tickets for Productions

Complimentary tickets are sometimes made available, often at short notice for external productions. Watch notice boards (and or emails) in the Production foyer 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 college productions varies with each discipline.

20 Library

The College Library is located above the Cafeteria. It has a comprehensive collection of books relating to Theatre/Film/Television, including many scripts. Hours are from 9am to 6pm Monday to Friday. VCA students are also eligible to borrow books from the libraries of the University of Melbourne. For extensive information regarding the library go to:

<http://www.vca.unimelb.edu.au/library/>

21 Travel Concessions

Students should check their eligibility for travel concessions before making bookings for rail, air or bus travel. Authorised forms for students' travel concessions are available from Student and Academic Services (SAS) or from railway stations. Signatures confirming enrolment and identification can be obtained via SAS.

22 Car Parking

Car parking is not available for students in the College grounds.

23 Student and Academic Services

Student and Academic Services is located in Library Building, Ground Floor.

The Student and Academic Services Unit (SAS) is a centralised service that makes it more convenient to access student services, advice and information.

Located in the Hub, specialist staff are able to assist in a range of student matters such as student administration, enrolment, scholarships, buddy program, and referrals to Parkville services (housing, financial aid, and careers and employment).

<http://www.vca.unimelb.edu.au/sas/>

There is also access to a Learning Skills Officer. The Academic Skills Unit at the VCA provides a number of services to local and international undergraduate and postgraduate students who wish, or need, to improve their academic performance.

For contact information go to: <http://www.vca.unimelb.edu.au/academicskills/>

Counseling

Professional Counseling, under the auspices of The University of Melbourne counseling service is available to VCA students at no cost. Go to: <http://www.vca.unimelb.edu.au/medical/>

The VCA Student Union may also be able to help you.

24 Sexual Harassment Policy

The College is committed to providing an environment that is free from sexual harassment. The College is also bound by law to ensure that members of staff and students are not subjected to sexual harassment. The Federal Sex Discrimination Act 1984 and the Victorian Equal Opportunity Act 1995 protect people at work or in education from being treated unfairly because they have complained about sexual harassment. The Sexual Harassment Officer for Production is Kym Williams.

25 Security

The College has after hours Security Officer at the following times:

Mon-Friday: 6.00pm - 11.00pm

Saturday: 9.00am-6.00pm

Sunday: 11.00am-5.00pm

Phone: 9685 9311

Please be aware of the possibility of theft from studios, dressing rooms and offices. Whenever possible, lock up your belongings securely. Any person losing a key to a College facility must report it immediately to the Production Administration officer. After hours, notification should be made to the Security Officer.

Note and report any person who does not appear to have, or is not known to have business in a particular area. Security measures are important for your own personal protection.

26 Internet Access/Computers

Production computers

The Production school has a computer room with 6 Mac computers. These do not have internet access.

Computers are wiped on a daily basis so please store your information on your own USB stick or burn to CD.

The building now also has wireless access.

Main campus Computer Access

Please see VCA website for up to date information:

<http://www.vca.unimelb.edu.au/computerservices/>

Student Email Accounts

All VCA students should register for their free University of Melbourne email account. Full details and help are provided on the Student Email Accounts page on the VCA website.

(<http://www.vca.unimelb.edu.au/Content.aspx?topicID=104>). The VCA Hub Computer Lab Supervisor can assist you if required.

The VCA maintains a list of all registered student email accounts and distributes important information for students via this list. There are often special offers made [discount tickets etc] from various organisations which are also notified through this list.

27 Mobile Phones/phone access

Mobile phones must be switched off 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 manager/Administrator you will NOT be re-imbursed for the use of your mobile phone.

The computer room and stage management office has a phone outlet. The phone is for production work only – local calls only.

28 Cars

There are two college vehicles – twin cab and a truck. Students are not permitted to drive these vehicles – they must be driven by a member of staff only. In the case of the truck a special license is required. There may be times when you are asked to use your own car. Please make sure that you are going to be re-imbursed for travel BEFORE agreeing to use your own car.

29 Assessment

At the end of each academic semester students will attend a meeting with the Production Board of Examiners who will discuss the semester/year's work with the student. At this meeting a summary statement on a student's overall progress in the course will be provided. A copy of this statement will be kept in the student's personal file.

Formal Assessment on individual production projects will be carried out by the academic supervisor allocated to the student for that project (*supervisor's report*), by the relevant professional (e.g. director/production manager) (*supervisor's report*), by fellow students who have worked with you on the project (*peer assessment*) and by yourself (*self assessment*). At the end of the year all assessment documents will be considered by the Production Board of Examiners who will then arrive at a final grade for Production Practice for the year. Assessment in academic subjects is the responsibility of the individual lecturer concerned.

Informal Assessment and Course Advice

Students make informal contacts with the staff member they feel most appropriate to their needs. The Head of Production provides a point of contact for significant issues involving a student course and progress within it.

30 Student Work

Part time work

It is acknowledged that students often need to take part time work while they are studying at the VCA. 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 Production and Performance weeks (usually the last 2 weeks of term). Please note that Production work "generally" finishes at 6pm except for Production/Performance weeks.

External Production work

Paid or non-paid Production work (which are not formal placements) both within and outside the VCA, need to be approved by the relevant lecturer and Head of Production.

Here is a list of forms that you need to be familiar with. They are located in the foyer.

- Change of Address/Personal Details (also need to do online to notify Student Administration Services)

- Absence form
- Peer Assessment form
- Self-Assessment form
- Application for Extension of Work
- Room Bookings Request form
- Accident/Incident form (this can also be done online)

31 Placement class

Placement classes usually commence in TERM 2 and are on Wednesdays at a time TBA with the relevant lecturer. These are across year (Undergraduate and Postgraduate) and are allocation based. It is an opportunity for all departments to have an informal review of current production work.

32 Feedback sessions

On completion of the bump out of a production a FEEDBACK session is always timetabled. This is the opportunity to reflect on the positive and negative aspects of a production. It is also an opportunity for staff to discover what students “learnt” while working on the production. These sessions are usually held in PMR, are minuted and are an assessable component of Production Placement.

33 Booking equipment

Monique Aucher is responsible for the management of VCA Sound and Lighting equipment. Monique has an office in the Production corridor and the hours that she is available are listed on the door. Do not take equipment without checking with her. Please use the equipment request forms that are on the door.

Similarly Duraan Reid looks after the Props/Scenery store and Costume Hire. Please observe the times that these facilities are open. Duraan’s office is located in the Costume department.

Overhead/dataprojectors and a CD player can be booked with Edith for class presentations only. Please book these in advance.

AV STORE / PROPS / WARDROBE charges

- * 20% discount for all current VCA students and VCA Alumni's (up to 5 years out)
- * FREE OF CHARGE to Production Students working on Production Placement.
- * NO DISCOUNTS on Dry Cleaning or Consumables

34 Performance Project (Shed pieces)

During first term the second year undergraduates work on their “shed pieces”. These pieces are presented during lunchtimes at 1.15 and 1.45pm at the end of Term 1. Students are encouraged to attend. A timetable of performances will be available soon.

35 Special Consideration – Application and Procedures

All special consideration applications are to be applied for and submitted on-line only and these applications must be supported by medical certificates. Students can access all the required information on the process as the following web address. <https://sis.unimelb.edu.au>

Special Consideration applications will not be accepted via any other method.

36 VCA Production Staff

Maureen Gardner	Head of School	9685 9255	gardnerm.unimelb.edu.au
Kym Williams	Lecturer in Costume/Undergraduate Coordinator	9685 9253	kymw@unimelb.edu.au
Richard Roberts	Lecturer in Design	9685 9258	robr@unimelb.edu.au
Alison Ross	Lecturer in Design	9685 9258	rosa@unimelb.edu.au
Peter Wilson	Lecturer in Puppetry	9685 9376	pwilson@unimelb.edu.au
Gilly McInnes	Lecturer in Puppetry Postgraduate Coordinator	9685 9376	gmcinnes@unimelb.edu.au
Mark Postlethwaite	Workshop Lecturer/OHS coordinator	9685 9377	markrp@unimelb.edu.au
John Comeadow	Lecturer in Lighting	9685 9361	comj@unimelb.edu.au
Roger Alsop	Lecturer in Sound	9685 9395	ralsop@unimelb.edu.au
Emma Anderson	Lecturer in Stage Management	9685 9251	TBA
Monique Aucher	Lecturer in Technical Theatre/AV Store Manager	9685 9348	maucher@unimelb.edu.au
Edith Vella	Administration Officer	9685 9252	vellae@unimelb.edu.au
Michael Gange	Workshop Coordinator	9685 9376	mgange@unimelb.edu.au
Duraan Reid	Costume/Props Hire	9685 9368/9	duraanr@unimelb.edu.au
Georgia Johnson	Wardrobe Coordinator	9685 9368	georgiaj@unimelb.edu.au

37 General information

VCA Production along with Drama, Dance and Music form the School of Performing Arts.

At the start of the year each discipline presents a calendar of events with requests for Production support. Production staff then allocates students according to their curriculum needs and the availability of resources.

This means that at any one time staff can be involved in supervising undergraduate and post graduate students on a number of productions simultaneously.

The college maintains a number of venues on campus – Grant st theatre, Space 28 (Drama), Studio 45, Studio 1 (Dance). In addition disciplines will often mount productions in external venues such as – Gasworks, Beckett Theatre, and Chapel off Chapel.

In 2009 classes will run in First Term and Third Term. Production work will occur in Second Term and Fourth Term. We are trying to separate the demands of academic work from the work on various college/external productions.

The Centre for Ideas

The Centre for Ideas offers a new cross-disciplinary program of study for undergraduates at the VCA. It is compulsory for those students and takes precedence in the timetable over other projects, which the students may be assigned to.

First Years have the 'The Artist in the World' lecture and tutorials on Wednesday mornings. 9.30am -1.30pm in the Federation Hall and other venues.

Second Years have 'World in the Artist' seminars on Fridays.

Third year Students have Professional Development lectures on Friday mornings 9.30–11.30.

Post Grad students are encouraged to attend the lecture series.

VCA Drama

Productions mounted by VCA Drama are directed by staff and freelance directors. More information regarding VCA Drama and its approach to training can be found on the website. VCA Drama employs a Production Manager who is responsible for supervising all productions mounted by the School of Drama. The scale of the shows varies from small budget studio productions mounted in rehearsal rooms to large scale productions mounted in venues such as Grant st theatre and Space 28.

VCA Dance

Productions mounted by VCA Dance are choreographed by freelance choreographers as well as teaching staff.

VCA Dance employs a Production Manager who is responsible for supervising all productions mounted by the School of Dance. The scale of productions is varied – from large scale works mounted in theatres such as Gasworks to low budget student driven projects mounted in Studio 1 (Dance).

VCA Music

Productions mounted by the VCA Music include – musicals (music foundation theatre program), concerts and operas. The scale of productions is varied – from large scale works mounted in venues such as The Melbourne Town Hall or Grant St to low budget student driven projects.

VCA Film and Television

On some occasions students are involved in work on the student film program in a number of roles. It is more likely for 3rd year and postgraduate students to be involved in film projects as they have a much more flexible timetable.

The student film schedule is developed in first semester and the films are produced in second semester.

Wilin Centre

(Wilin meaning FIRE in Woi Wurrung language)

Situated in the heart of the Victorian College of the Arts (VCA), Southbank, the Wilin Centre for Indigenous Arts and Cultural Development (Wilin Centre) is a major hub of activity. The Southbank area, the arts centre of Melbourne, historically a meeting and celebration place for the five tribes of the Kulin nation. The VCA is a unique institution as it offers a distinctive combination of tertiary education and arts training in six disciplines - drama, dance, music, visual art, production film and television, including a secondary college for gifted young musicians and dancers.

The Wilin Centre is primarily a point of contact for -

- * *Indigenous Australian students*
- * *Indigenous people wishing to pursue a career in the arts*
- * *Indigenous community members*
- * *People who are interested in Indigenous arts and cultural development.*

The Wilin Centre is dedicated to providing a holistic approach to supporting Indigenous students and artists. This national centre is shaped by a seven-year strategic plan and offers student support, mentoring, tutoring, hosts artists-in-residence, cultural activities and celebrations. It is the aim of the Wilin Centre to nurture and encourage Indigenous artists to achieve their utmost, as well as educate the student and staff body to recognise the diversity of Australian Indigenous arts and culture.