



VCA
Victorian College
of the Arts

VCA THEATRE

**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.

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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.

This document provides useful information about policies and procedures, and will assist you to make your time at VCA Theatre enjoyable and productive so please familiarise yourself with this information.

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VCA Theatre Staff

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Chris Kohn	Tutor in Theatre (Directing)	E: christopher.kohn@unimelb.edu.au

Studio Access

The Performing Arts building opens at 8.00am Mon – Sat (swipe card entry access from 7.00a.m) until 11.30p.m and Sundays from 9.00am – 9.00pm.

PS1, PS2, PS4, MS, Voice Studio and Preparation room are available for warm up.

Nb. Please ensure lights in the stairwell are turned on if you are accessing rooms early

COURSE INFORMATION

Detailed information about the Bachelor Fine Art (Theatre Practice) and specific subjects is available at <http://www.vca.unimelb.edu.au/bfatheatre>. Staff will also provide detailed subject outlines at the commencement of the academic year.

Subject Delivery by Semester

All subjects in the Bachelor of Fine Arts (Theatre Practice) are offered in Semesters.

Student interviews are held at the end of each semester to provide feedback for students prior to final assessment. Assessments at mid-year mark the end of Semester 1 subjects and results can be accessed through the LMS. All Semester 1 subjects are prerequisites for Semester 2 subjects satisfactorily completion is required before progressing to Semester 2.

Attendance

The profession you are about to enter is extremely demanding and requires punctuality and reliability. Likewise VCA Theatre demands from its students the same professional attitude and standard of behaviour.

Students are expected to arrive and be ready for work at the timetabled start time of a class or rehearsal. Lateness is unacceptable and in some cases will result in the student being unable to be admitted to the class. Attendance at all classes and specified production and performance rehearsals is compulsory. Classes changing over in mid-morning finish 10 minutes before the hour and start 10 minutes after the hour.

If you are ill you must email your subject coordinator and or your class teacher at the earliest convenience – no later than 15 minutes prior to the class commencement time.

If a student is absent for more than 10% of class or rehearsal time in any unit or project they will fail the unit or project. However, 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 eg. illness, family issues, personal circumstances etc. discuss this immediately with the Undergraduate Coordinator or the Postgraduate Coordinator for Postgraduate students, who will advise you how to apply online for Special Consideration.

All special consideration applications must be submitted via my.unimelb and must be supported medical certificates, 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.

Where the timetable permits all students are required to attend dress rehearsals for School of Performing Arts Theatre productions.

Absence

Sessional and full time staff members take the roll in their classes. Attendance is noted at all times. You should advise your teacher in advance whenever possible if you cannot attend classes for any reason. Absences should be supported by a medical certificate. This will also assist you should it be

necessary to make application for Special Consideration. It is the student's responsibility to follow up any material from missed classes.

Timetables

Classes are scheduled between 9.00am and 6.00pm, although staff may arrange work outside of these hours. In addition, first year students and Postgraduates will be expected to provide Front of House assistance on production seasons. Timetables are available on LMS The timetable online is live and you are advised to check the timetable regularly for updates.

Communication

Effective communication is essential to the day-to-day operation of Theatre and to your experience as a student.

Electronic communication is the most common form of communication, via your University of Melbourne email address or through the **Learning Management System (LMS)**

Students are provided with a pigeonhole these are located outside the locker rooms on level 2

It is essential that you check your university email address every day, or set it to forward emails to your personal account.

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.

GENERAL SCHOOL INFORMATION

Care and Maintenance of Studios

The studios are the spaces in which we do our work. They must be cared for and the respect they are given is reflected in the quality of the work. The underlying principles in the use of the rooms are:

1. All out of hours rooms must be booked through the vcamcm-bookings@unimelb.edu.au.
2. No food is allowed in studios unless negotiated with a staff member.
3. Drink bottles are permitted no glass is allowed under any circumstances in any of the studio spaces
4. All rubbish must be removed at the end of every day.
5. The room must be returned to its resting state at the completion of each class.
6. During rehearsal or performance period a studio may house extra equipment and seating.
7. No ball games are to be played in studios where walls, ceiling fans and lights can be damaged.
8. Between rehearsals/performances any equipment, furniture, props or seating must be arranged or stored in a manner that does not hinder class work.

In addition there are specific protocols in place for MS & VS. Students will be informed in the first class.

If something does not work in the room, please advise an administrative staff member, or a technical support officer.

Conditions for Use of Spaces:

- Room booking procedures should be followed as outlined in the Faculty student guide(see faculty student guide)

- Spaces should be cared for and returned to their neutral state following use.
- Spaces may need to be shared by a number of student projects at once.
- Students should be aware of the perils of creating site specific works as spaces may not always be available for constant use.
- All students and staff should have equitable access to available space.
- Curriculum dictates priority.
- Students will need to prove they have the ability to operate any equipment borrowed for use.
- Equipment can only be borrowed with the approval of technical staff
- Following the presentation of student works, performance spaces must be returned to a neutral state.
- Staff will make regular checks of spaces to ascertain their state of order. If spaces are found to be out of order, the student/s responsible for the booking will be required to return to the space to put things right. All rubbish must be removed from spaces on a daily basis.

Cleaning products can usually be found in the laundry however there should always be a broom in each space. Cloths for cleaning floors together with buckets are in the laundry, student will be required over the year to be responsible for washing floors and laundering cloths. If you need to access additional cleaning products, please ask Staff

Please note that the laundry is not available for your personal washing.. Please rinse dirty floor cloths in a bucket of water before you put them in the washing machine. If in doubt please ask a staff member for guidance before operating the equipment. An iron is available from the Administration Office on request.

School Clean-up

On the last day of each term, students clean the school under the supervision of staff. Tasks will be allocated by staff to all students and circulated beforehand. It is compulsory to participate.

Noise Level and use of Foyer

Please be aware that the Administration office located in the foyer is a work space. Rehearsals and group gatherings resulting in a high level of noise should be conducted in spaces other than the foyer of the Theatre building. Yelling, swearing, playing ball games and talking loudly on mobile phones are activities which should be conducted elsewhere. Your respect for a quiet working environment is appreciated. Should you have a need to move furniture in the foyer please return it to a neat and tidy arrangement.

Lockers

Lockers are available at the beginning of the year. Students must supply their own padlocks. Unfortunately there are a number of thefts annually and you should ensure the security of your belongings at all times. Lost or mislaid keys can cause great inconvenience and expense in removing the padlock (bolt cutters are available from Security if necessary – call 9035 9311.) Lockers are to be cleaned out and locks removed at the end of the year. Any items left behind will be disposed of over the break.

Photocopier

The photocopier is only available to staff members or Stage Managers working on a Production. A photocopier is available for student use in the Lenton Parr Visual and Performing Arts Library. The University of Melbourne and VCA have a commitment to fostering a sustainable campus. As such your cooperation is sought towards minimal use of paper resources.

Stationery

You are required to supply your own stationery (pens, pencils, rubbers, scissors, staplers, paper, sticky tape, glue sticks, CDs) throughout the course. You are also required to supply your own paper

for the printers in the Hub computer labs and the Library. **Please do not ask staff for stationery even if it is just a temporary loan.**

Personal Mail, Deliveries and Phone Messages

The Performing Arts office **cannot** accept personal mail or deliveries on behalf of students. Interstate students in particular should inform their families of this. The Performing Arts office is not available to pass on personal messages to students.

Student Kitchen

All students have use of the kitchen on level 1.. This is a shared kitchen with shared fridge and microwave facilities, please take responsibility for your food, its storage and disposal. Please clean up after yourselves, respecting the space as you would like to utilise it. The cleaners will not do this for you.

External Work

All students are expected to commit to training and put their obligation to the ensemble first. Students are not allowed to audition for, or perform in, any performance outside the school. The school is open to negotiate external work however it is imperative that you gain permission from the Head of Theatre. This applies in holiday time as well as term time. Students should be aware of the following:

- External work should not take up all the available time of students.
- Students need to monitor and actively manage their time to accommodate all demands of their course load.
- Allow sufficient time to complete by due dates.

VCA School of Performing Arts Performances

It is crucial that you see as much of the work of other students and alumni as possible. Attendance at Dress Rehearsals of Theatre Seasons is compulsory. Compulsory Dress Rehearsals will be represented on the academic timetable, and Student Ticket Policies will be made available to all students in the lead up to Public program events. In most instances a booking will need to be made to reserve student seats for shows.

Front of House Responsibilities

It is a requirement that students will be rostered to provide Front of House assistance during performance seasons. The Front of House coordinator will work with the Undergraduate Coordinator to provide a semester roster for performance seasons. It is the student's responsibility to find their own replacement should a change of shift be necessary and communicated to the Projects Officer or Front of House Coordinator with appropriate notice.

Duties include assisting in setting up the foyer, box office/ticketing tasks and ushering which are clearly set out on Task Sheets for each shift. The Front of House Coordinator will provide on the job training and a briefing at the commencement of each shift. Briefings between the Front of House Coordinator and students will occur at the commencement of each Semester to outline the programs and responsibilities.

RESOURCES & FACILITIES INFORMATION

Equipment Loan Procedure

A range of portable AV equipment is available for student loan.. Permission must be obtained from a staff member. You are required to sign the equipment in and out. A white board detailing available equipment is found outside the staff room.

If equipment belonging to the VCA is lost or damaged during course work, it is essential that this be reported immediately. Any damage or loss must be reported to Naomi Adams on 0413 484 721 or naomi.adams@unimelb.edu.au. Ask a staff member if you do not know how to use the equipment.

If working after hours, it is important that no equipment is left in spaces when you have finished working. Please ask Security to lock it up either in the Staff room or return to the secure storage facility

Electrical and Personal Equipment

It is University policy and your responsibility to ensure that all electrical items whether your own, borrowed or hired are “tested and tagged” by a qualified electrician. This includes tape decks, cameras, CD players, laptops or any other electronic equipment.

Performing Arts Facilities

Each studio / venue is equipped with designated equipment for use by staff and students. If you find anything not working properly or any damage to the building, please advise one of the dance staff or your Year Coordinator who will advise Naomi Adams. If you require technical specifications for any venue, please contact Naomi. An induction and venue handover must be arranged before installing or using any technical equipment within the Venues. Please contact Naomi to arrange a time for this.

HEALTH & SAFETY

Theatre school specific:

First-Aid/Ice Packs

A First Aid Kits are located in the foyer near the front office, on level 1 near the doors to the stairwell and on level 2 outside the movement studio. It is regularly replenished. Ice packs are available in the first aid kits and additional packs are in the student kitchen freezer and the Staff room, please ensure the reusable pack are returned to the freezer for future use. The School cannot provide painkillers or any other forms of medication to students.

If an incident or injury occurs notify a staff member immediate for assistance

Theatre First Aid Officers

Jennifer Innes

Rinske Ginsberg

David Lang

Health and Hygiene

The VCA Theatre schedule is very demanding and for this reason it is suggested that students make every effort to look after their health. Sleeping sufficiently and eating well are activities to which students should give a high priority. Because of the nature of our work, the close personal contact with each other and the physical demands of the curriculum, ensure your diet is balanced and nutritious, your practice clothes are clean and maintained in reasonable condition, and you have taken care of your personal hygiene eg, body odour, breath etc. If unsure about any of this speak to a staff member for further guidance. Health and hygiene needs to be maintained all year round and is particularly important during production weeks and high stress periods. Showers are located on the top floor of the building, in the ground floor dressing rooms.

Students from interstate must be aware of the extra drain on physical resources imposed by a Melbourne winter. See page Faculty student guide University Health Service.