Access to V Block Guidelines

V Block Visual Arts Studios
(Including exhibition space)

School of Arts and Social Sciences
2014
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1. Basic Studio Access

1.1 Access privileges are gained to the Visual Arts studios by:
- completing the online Studio Access Guidelines/After Hours Access registration (a seven minute video located at http://artsbooking.scu.edu.au and click “REGISTRATION: ACCESS GUIDELINES FOR VISUAL ARTS STUDIOS” – have your student number and password ready for the end of this presentation). This is a mandatory requirement for all students and staff to complete at the start of EVERY teaching year.
- attending studio specific talks by technical staff to acquire important information about appropriate studio use. Attendance is compulsory to qualify for access to these specific spaces.

1.2 Access to restricted processes and equipment can be expanded by:
- attending a talk by technical staff on specific equipment or processes, and
- demonstrating to technical staff competent, safe and correct use, and
- become certified to use that process/equipment by technical staff and confirm your details are entered onto the database.

Technical staff will advise times of training, demonstrations and certification sessions. Enquiries please contact vistech@scu.edu.au.

1.3 Access continuing by:
- Periodical demonstration of correct and safe use of space/process or equipment during course of study is required.
- An absence of 12 months or more requires recertification as per 1.1.

Technical staff will advise times of training, demonstrations and certification sessions. Enquiries please contact vistech@scu.edu.au.

1.4 Access will be forfeited by:
- wilful damage or changes to buildings or equipment (this includes drawing on walls, altering painted surfaces or modifying SCU assets without prior approval from relevant technical staff)
- providing access to others (students or members of the public) who are not authorised to use the facilities and who have not attended the necessary training
- repeated neglectful (intentional or otherwise) use of equipment or processes. Prior email warnings will be taken into consideration in this process
- violation of Workplace Health and Safety requirements, as detailed in the online Studio Access Guidelines video or health and safety information disseminated to you during studio talks.
2. After Hours Access

2.1 After Hours Access (AHA) hours are: 6:00 pm to 10:00 pm Monday to Friday and 9:00 am to 10:00 pm on Saturday and Sunday during teaching sessions. Out of session hours access is NOT AHA. A form for access to studio areas outside of teaching weeks (between Session 1 and 2 and the period after Session 2) can be obtained from technical staff and approval must be obtained before access is allowed.

2.2 General Rules for After Hours

- You must be enrolled in a current Visual Arts unit appropriate to the studio you wish to work in after hours.
- You must have a buddy (that is registered and also enrolled in that studio) at all times while you are working.
- You will need to have completed the online Access Guidelines video/registration.
- You and your buddy must have a booking for the times you spend in the studio.
- Do not let other students or members of the public into the building.
- Lock the doors if you leave for any purpose.
- Do not move or remove equipment in studios.
- Follow all studio and equipment procedures.
- Smoking, drinking and eating in the studios is prohibited.
- Do not leave doors open.
- Report all faults to Security – use help phone or email safety@scu.edu.au
- Breaches of After Hours Access rules, disregard for studio and equipment procedures, damaging the facilities or compromising operations of equipment will be reported to the Head of School and suspension of AHA privileges may result.

2.3 The ‘Buddy system’ is central to After Hours Access. A “Buddy” is an enrolled student who must also register and be present in the same studio as you during your after hours access.

2.4 How to book studio time and gain admission to the building

Once you have completed the online access video registration and created a password you will be activated in the booking system.

2. You will be required to confirm that you have completed your WHS induction and understand emergency evacuation procedure. A PDF version is available for downloading from the artsbooking@scu.edu.au site.
3. A booking table will appear – Book the studio you want to work in and make sure you have entered the correct time and date.
4. Enter the name of your buddy in the field ‘name of buddy’.

2.5 Building and Security Access

- Some external doors of V block (front door, side door and back gate) have an electronic swipe card system. You will need your student card to access the external doors. This access will only be activated once you have made the booking.
- Security will be alerted if any door is left open for more than 90 seconds.
- The digital labs V113 and V117 have swipe card systems and are accessible to approved students by using their student card. The system will record your entrance to the labs.
- For access to Painting, 3-D Studios, Printmaking, Photo Processing Studio the required studio doors can be opened by Security staff who may be contacted via the help phones located in the building. Please see 3.3 for their location.
3. **Emergency Procedures**

3.1 **Make yourself familiar** with the map below and:
- identify various options for a quick exit
- know the location of help phones
- identify the location of the emergency assembly point.

3.2 **Make sure Security is alerted** by using one of the three help phones located at V block.
- These phones connect to Lismore campus Security.
- Help phones are activated by pushing the button on the panel for 5 seconds.
- When Security answers, provide your name, your exact location and nature of emergency.
- Provide any other information they request.
- If you are unable to use the help phones then the national emergency number, 000 is your next best option.

3.3 **If a fire alarm or bomb threat alarm sounds** within the building, make sure you exit via the quickest and safest route.
- If necessary assist others that are working in close proximity to escape the building.
- After exiting the building you must gather at the evacuation point. Do not leave the area, as emergency services will need to ensure everybody has safely left the building.
- **DO NOT RE-ENTER** the building until Security has given approval to do so.
Proceed directly to the Emergency Assembly Area in the event of an Emergency. This is very important; emergency services will need to know where everyone is and make sure you are safe and everybody has been evacuated.
4. Showing Your Work

4.1 Basic principles

The Visual Arts building is a multipurpose facility that is often used for showing works by many students at any given time. To provide equal opportunities and to assist in keeping the facility in good condition, the following applies:

- You must have prior approval from relevant studio technical staff to draw on walls, change the paint colour or alter building surfaces, which includes wall penetration by screws, nails etc. The facility must be returned to its original condition afterwards.
- The only data projectors available for critique and exhibition purposes are the two that are currently located in V1.12 and V1.29 gallery space.
- You must supply any further audio-visual equipment which must be tested for compliance.
- Supplementary lighting will need to be supplied by you and be tested for compliance.
- All electric 240 volt components (lights leads, etc.) must be tested and tagged prior to critique sessions or exhibition setup.

4.2 Critiques email: vistech@scu.edu.au

- Mark Searle is in charge of critique space allocation and will give advice on appropriate methods to install your work.
- Mark will have a floor plan and timetable for critique sessions. You must check with Mark to ensure a particular wall or floor area is available for you and to reserve the space.
- Self-reliance is a requirement for critiquing. Technical staff cannot be available to assist in complex installs. However all technical staff are available to assist with basic tasks such as help to carry items, advise on best approach, etc.
- Hanging wire for the hanging of works from the picture track and magnets for hanging paper works on the walls are available from tech staff. You must return any loaned equipment within an agreed time and in good condition.

4.3 Third Year and Honours Exhibitions

- At the end of second session, V-block is repurposed into an exhibition space for graduating students. This is a busy time of the year for all and requires careful planning and timetabling. Planning for the exhibitions begins at the start of Session 2. A planning timetable will be established and made available. Each exhibition, Third Year and Honours, follows a similar timetable and procedure each year.
4.4 Third Year Exhibitions

Exhibition planning meetings will commence in Week 2 of Session 2.
During the first of the planning meetings academic and technical staff will meet with students to discuss the planning of the exhibition.

This will include:

· Timetabling requirements leading up to the show.
· Information outlining the scope and limitations of technical assistance, including an explanation of the electronic booking calendar.
· Identification of resources available to students for exhibiting their work. This will include information on what materials for hanging are available from tech staff and what you will need to provide. Be mindful and start thinking about how the work will be installed. Exhibitors are responsible for extra lighting and AV equipment, along with transporting the work to and away from the school.
· Committees will be formed for specific tasks and duties (including catalogue planning, catering, invitations, wall preparation and painting, bump out etc.) and student studio representatives will be elected. Academic staff and the Technical Manager will facilitate this process.
· Rosters will be established to deal with door sitting during the exhibition, media representation, etc.
· Technical staff will be available by appointment in conjunction with academic staff to offer advice on:
  – ways to hang the work
  – your exhibition strategy
  – setup and requirements
  – normalising your exhibition space at the end of the show.
  email: vistech@scu.edu.au
· Tech staff will provide a timetable for exhibitors to book up to 2 hours of technical support to hang your work.
· Times will be made for the testing and tagging of all electronic components.
· Individual space allocation for the show
  John Smith email: john.smith@scu.edu.au
· Catalogue, pricing of student works etc.
  (Leonie Lane) email: leonie.lane@scu.edu.au
4.5 Honours Exhibition

The Honours exhibition generally takes place 2–3 weeks after the Third Year exhibition. Honours students will need to discuss and prepare an installation strategy with their supervisor and appropriate academic staff. An installation proposal needs to be prepared in advance for technical staff so proper resources can be allocated for the exhibition. This will also allow time to identify the student’s responsibilities and highlight any problems that may arise regarding exhibiting and installing the work. The installation proposal must be signed off by a relevant academic staff/supervisor and tech staff before the project is approved for exhibiting.

The following points outline the process for exhibiting your graduate work.

- Week 6 of Session 2, Honours students will meet with technical staff and be assigned a technician to consult with. A further meeting between tech staff and the student can be planned to discuss the installation, do an initial risk assessment, discuss the availability of resources etc.
- Individual space allocation for the show needs to be discussed and agreed on with academic staff.
- The Technical Manager will explain and update students on planning details and timetabling aspects of the show.
- Week 15 Session 2, students will provide to staff an installation proposal. This will include the nature and scope of the work and location of the installation. We can then assist with your planning and help you with resource requests.
- Information will be provided during consultations outlining the scope and limitations of technical assistance, including an explanation of the electronic booking calendar.
- Tech staff will advise what materials are available to exhibitors (picture hanging wires, magnets for works on paper, kinds of hardware, cable for suspending heavy items, etc.).
- A booking schedule for technical assistance will be distributed just prior to installation.
- Closing and bump out is generally one week after opening night. Exhibitors are responsible for removing all exhibition-associated material and returning their exhibition space back to its original condition.
## Guide to Principal Dates for Visual Arts 2014

### Session 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>12-14 Feb</td>
<td>Orientation Week</td>
<td></td>
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<tr>
<td>17 Feb</td>
<td>Classes begin</td>
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<tr>
<td>31 Mar-4 Apr</td>
<td>Study Week</td>
<td>WHS online induction must be completed</td>
</tr>
<tr>
<td>16 May</td>
<td>Session Ends</td>
<td>Crit sessions take place this week and possibly</td>
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<tr>
<td></td>
<td></td>
<td>the week following</td>
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### Inter Session Break 2nd-20th June

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td>Students wishing to continue working</td>
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<td></td>
<td>during break please see tech staff</td>
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<td></td>
<td>and complete an out of session</td>
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<tr>
<td></td>
<td>agreement</td>
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### Session 2

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<thead>
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<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>18-20 Jun</td>
<td>Orientation Week</td>
<td></td>
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<tr>
<td>23 Jun</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>30 Jun</td>
<td>Third year exhibition planning</td>
<td>Meetings begin for exhibition planning</td>
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<tr>
<td>28 Jul</td>
<td>Honours students meet</td>
<td>Initial meeting to assign tech to student</td>
</tr>
<tr>
<td>4 Aug</td>
<td>Study week</td>
<td>Third year and Honours exhibition catalogue photo shoot</td>
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<tr>
<td>23 Sep-3 Oct</td>
<td>Week 14-15</td>
<td>Final Crit sessions</td>
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<tr>
<td>29 Sep</td>
<td>Honours</td>
<td>Honours students meet with techs to plan</td>
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<tr>
<td></td>
<td></td>
<td>installation of work</td>
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<tr>
<td>3 Oct</td>
<td>Final Day</td>
<td>All undergraduate work and belongings must be</td>
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<td></td>
<td></td>
<td>removed by 5:00PM</td>
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<tr>
<td>7 Oct</td>
<td>Furniture move</td>
<td>Studios prepared for third years exhibition</td>
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<tr>
<td>8 Oct</td>
<td>Cleaning</td>
<td></td>
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<tr>
<td>9-10 Oct</td>
<td>Preparation</td>
<td>Wall painting and preparation</td>
</tr>
<tr>
<td>13-17 Oct</td>
<td>Installation</td>
<td>Installing works until Midday Fri</td>
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<tr>
<td>17 Oct</td>
<td>Opening</td>
<td>Third year exhibition opens 5:00PM</td>
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<tr>
<td>31 Oct</td>
<td>Close</td>
<td>Third year exhibition final day. Work may be</td>
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<td></td>
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<td>picked up after 4:00PM</td>
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<td>10-21 Nov</td>
<td>Honours</td>
<td>Installation of Honours exhibition begins</td>
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<tr>
<td>21 Nov</td>
<td>Opening</td>
<td>Honours exhibition opens from 5:00PM</td>
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<tr>
<td>28 Nov</td>
<td>Close</td>
<td>Honours exhibition closes and taken down</td>
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4.6 V Block Exhibition Space

An exhibition space for curated student exhibitions is available in V-block (V1.23). Exhibitions can only occur if they have a formal proposal application.

This application is available from the SASS Arts booking site.

http://artsbooking.scu.edu.au/

Go to the tab marked “staff” and a form is available here.

All exhibitions and artworks must meet Visual Arts Work Health and Safety obligations. Any need to conduct a risk assessment will be determined from the proposal. WHS requires that any electrical equipment is tested and tagged before it may be used. All persons assisting with installation must complete a general WHS induction, which is also available at the Arts booking site. Any persons not admitted, as students at SCU must complete a volunteer application form, which is only available from Visual Arts technical staff.

You will need to consider the following points when developing your exhibition proposal:

- Exhibition outline, this will include a brief description of the nature of the exhibition and the works to be exhibited.
- Contact details for artist, curator and assistants.
- Technical requirements, this will include a request for any equipment and materials required for the installation that will not be supplied by the exhibitors and an estimate of what support is required from tech staff.
- Exhibitors are responsible for making sure they return the space to its original condition after the event. This will include painting and patching walls etc. if necessary.
- Exhibitions must be dismantled and removed on time as per agreement. SCU will not be responsible for storing or returning any work after the exhibition.

All proposals must be submitted to Technical Services Manager, alan.hughes@scu.edu.au

Approval will only be granted on consideration of exhibition proposal and availability dates in the program. You will be contacted regarding any further requirements.

For any enquiries you may have regarding this process please contact the Technical Services Manager alan.hughes@scu.edu.au
5. Contacts

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Head of School</td>
<td>Professor Matthew Marshall</td>
<td><a href="mailto:sasshos@scu.edu.au">sasshos@scu.edu.au</a></td>
<td>02 66203136</td>
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<tr>
<td>Visual Arts Course Coordinator</td>
<td>John Smith</td>
<td><a href="mailto:john.smith@scu.edu.au">john.smith@scu.edu.au</a></td>
<td>02 66203901</td>
</tr>
<tr>
<td>Honours Course Coordinator</td>
<td>Rob Garbutt</td>
<td><a href="mailto:rob.garbutt@scu.edu.au">rob.garbutt@scu.edu.au</a></td>
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<tr>
<td>Creative Arts Course Coordinator</td>
<td>Dr Wes Hill</td>
<td><a href="mailto:wes.hill@scu.edu.au">wes.hill@scu.edu.au</a></td>
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<tr>
<td>Student Liaison Officer</td>
<td>Liz Patch</td>
<td><a href="mailto:elizabeth.patch@scu.edu.au">elizabeth.patch@scu.edu.au</a></td>
<td>02 66203784</td>
</tr>
<tr>
<td>School Health and Safety Representative (HSR)</td>
<td>Alan Hughes</td>
<td><a href="mailto:alan.hughes@scu.edu.au">alan.hughes@scu.edu.au</a></td>
<td>02 66203893</td>
</tr>
<tr>
<td>Technical Manager School of Arts and Social Sciences</td>
<td>Alan Hughes</td>
<td><a href="mailto:alan.hughes@scu.edu.au">alan.hughes@scu.edu.au</a></td>
<td>0419217423</td>
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<tr>
<td>Technical Team</td>
<td>Darren Bryant</td>
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<td>Gary Morganson</td>
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<td>Mark Searle</td>
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<td><a href="mailto:vistech@scu.edu.au">vistech@scu.edu.au</a></td>
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<td>Safety and Security</td>
<td><a href="mailto:safety@scu.edu.au">safety@scu.edu.au</a></td>
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<td>or from internal phones</td>
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