

**University of Illinois
Department of Dance**

**2015-2016 Graduate Media Coordinator
Handbook**

dance at illinois

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I. 2014-15 GMC AND VIDEO CREW CONTACT INFORMATION

A. Graduate Media Coordinator (GMC)

GMC: Momar Ndiaye
GMC Contact Address: lacadanses@gmail.com
Assistant: Arielle Dykstra
Assistant Contact Address: adykstr2@illinois.edu

B. Video Crew

Year 1
Laina Carney (lcarne2@illinois.edu)
Alex Gossen (gossen2@illinois.edu)

Year 2
Ellie Fujimoto (efujimo2@illinois.edu)
Siobahn Bryant (Sabryan2@illinois.edu)
Katie Williams (ktwilli2@illinois.edu)

Year 3
Charles Gowin (gowin2@illinois.edu)
Arielle Dykstra (adykstr2@illinois.edu)
Justin Yeung (jcyceung2@illinois.edu)

Year 4
n/a

C. Dance Production Coordinator

GMC Advisor: Renée Wadleigh
GMC Equipment Advisor & Support / Media Lab Director: Ken Beck
Department of Dance Production Coordinator: Charlie Maybee

II. GMC JOB DESCRIPTION

The Graduate Media Coordinator [GMC] encompasses a wide range of responsibilities all related to the video and media facilities at the University of Illinois. The job has three distinct branches: Video Crew Director, Video Archivist, and Media Lab Assistant.

A. Video Crew Director

As Video Crew Director, the GMC's responsibilities are as follows.

1. Teach DANC 330, Dance Documentation - teaching camera basics and editing to the video crew.
2. Ensure an appropriate number of crew members each year (10-12).
3. Coordinate and plan all Departmental Video Shoots.
4. Assign and oversee editing.

The Video Crew is a group of undergraduate students who make a 3 -4 year commitment to video crew. They receive crew credit for their work.

B. Video Archivist

1. Document Department events (November Dance, February Dance, Studiodance I, Studiodance II, BFA auditions, and Senior Concerts).
2. Organize and Maintain Library.
3. Keep all documentation labeled uniformly and organized according to event and year.
4. Preserve all digital files and older original tapes of performances and showings.
5. Collect 1 program of each event for our GMC office records.
6. Oversee the distribution of videos to choreographers, dancers, and designers with regards to copyright.
7. Update the GMC Handbook, DANC 330 syllabus and materials, and Quick Guide annually (prior to start of the fall semester).

C. Media Lab Assistant

Works with Media Lab Director and FAA-IT to oversee all equipment functioning, procedures and use. The GMC's responsibilities are as follows.

1. Oversee media lab procedures for proper use of the equipment.
2. Oversee equipment –placing work orders with FAA-IT if there is any malfunction of equipment and notify the Media Lab Director.
3. Maintain a log book and sign up sheets to keep track of equipment check-out and media lab use.
4. Assist students with Final Cut Pro and editing choices.
5. Oversee the storage of data.
6. Make recommendations to the Department Head about procedures, equipment, and functioning of the Media program.

The Media Lab Director works directly with the GMC to assure the proper functioning of the lab and all equipment. The Media Lab Director is responsible for the following:

- Setting up and maintaining Media Lab and equipment
- Determining soft-ware installation, data storage, and utilization of equipment
- Working with FAA-IT to oversee repairs
- Overseeing all media related proposals for use of equipment (cameras etc.)
- Making recommendations to the Department Head regarding equipment needs

III. GUIDELINES & PROCEDURES

A. Overall Planning

1. The GMC meets with the Department Head at the start of the school year for a pre-planning meeting in order to outline the complete list of covered scheduled events for the school year.
2. The GMC meets with the GMC Advisor, Media Lab Director, and Program Coordinator at the beginning and the end of the school year to discuss planning and evaluation and to prepare a list of needs requests for Video Crew, GMC, and Media Lab.
3. GMC works with the Dance Department Production Coordinator to coordinate media documentation with production, performance, and departmental activities.
 - Production Coordinator notifies the GMC of any circumstances needing special consideration.
 - Production Coordinator notifies GMC with the schedule for the performance week and double checks seating arrangements for the Video Crew.
 - Production Coordinator requests at least 3 DVD copies of all designer runs. These copies are for the use of the Production staff. Online versions can be made available to guest artists and choreographers.

B. Documentation Responsibilities

1. Standard Annual Shooting for Video Crew
 - November Dance, February Dance, Studio I, Studio II; (shot on Thursday & Saturday nights)
 - Senior Concert(s)
 - BFA Auditions
 - Designer Runs if not in DRK (Designer Runs in DRK use installed DVD set up)
 - Other Departmental events as assigned by the Department Head in the pre-planning meeting at the start of the school year
2. Other Documentation Responsibilities
 - AUDITIONS: MFA & BFA Auditions will be shot with the installed DRK cameras. DVDs should be stored in the DRK Booth. Video Crew will shoot any auditions not in DRK. Copies of the DVD will be made for the program directors immediately following the audition. If a DVD is not desired, the QuickTime file can be uploaded for view by whoever needs access.
 - DESIGNER RUNS: The Concert Director is responsible for setting up the DRK cameras to shoot designer runs. Concert Directors can give a labeled DVD of the DRK Designer Runs to the GMC if dubbing is needed. The GMC will provide the Production Coordinator and Concert Directors with 3 DVD copies.
 - OTHER: Other events might be scheduled to be recorded by the GMC in agreement with the Department Head. These other events might include guest lectures or teaching, Repertory Company, and independent concerts.

C. GMC Procedures

1. At the beginning of the year create a calendar of all dates, times, and number of Video Crew members needed for each shoot. Turn in a copy to the Department Head for review. Discuss with Production Coordinator.
2. Oversee each video shoot. Assign crew and equipment and supervise the setup. Confirm seats for shooting at the box office in Krannert or through the individual show's stage manager. Communicate to the Box Office the use of seats and ask them to notify patrons

- in seats nearby of the video shooting. Production Coordinator is notified. Be aware of the relationship of the cameras to the speakers.
3. Assign the Video Crew to view rehearsals, speak briefly with choreographers, and notify shooting dates. Plan as much theatre shooting practice as possible. Utilize dress rehearsals to practice.
 - November & February Dance - Video Crew attends a rehearsal, the Designer Run, and the Dress Rehearsal for practice.
 - Studio I/Studio II - Ask choreographers if there are particular shows they want recorded (generally these shows have 2 Friday and Saturday night shows and we do not always record every single one).
 - Senior Concerts - Crew is required to watch at least one dress rehearsal to become familiar with the show, but they are not required to attend the dress rehearsals for practice as they do for the other concerts. They must shoot all nights, all shows (4 shows in 2 nights).
 4. Assign Crew Pre-performance preparation:
 - Observe designer runs.
 - Observe at least one full run-through of the show.
 - Practice shooting Monday, Tuesday, and Wednesday Dress rehearsals. Videorecord Thursday and Saturday shows.
 - Obtain keys for access to equipment in order to pick up and return equipment.
 - Put Lock tab on the SD cards after recording.
 5. Advise faculty when Video Crew needs to leave classes early to set up for shoots and advise choreographer(s) of emergency situation requiring Video Crew member to miss rehearsal. Note: Crew members are committed to shooting for a show; they cannot change their plans unless it is approved by the GMC.
 6. Direct Video Crew to check equipment before every shoot and sign in on the call-board outside the dressing rooms at the same call time as the dancers.
 7. Direct Video Crew to make sure all equipment and related paraphernalia is put away where it belongs directly after shooting. Nothing should be left in the theater/DRK/any site or studio.
 8. Create a system for the formatting of SD cards as preparation for departmental shoots. Clearly notify Video Crew when all footage will be deleted so that there will be enough SD cards (at least six) at the concert video crew's disposal.
 9. Review the tapes each night of the Monday, Tuesday, and Wednesday dress runs and take notes and give feedback. On the Tuesday of the week of the show, the GMC meets with the Video Crew, reviews the footage from the previous night's shoot, and gives suggestions for improvement. Crew members should compare notes and plan for the shoot. (compare F-stops, talk about difficult areas, etc.
 10. Communicate to all parties (choreographers, dancers, etc.) requests of shooting plans in writing in order to have clear documentation of all requests.

D. Video Editing, Archiving, Distribution

1. Standard Annual Editing by GMC
 - November Dance
 - February Dance
 - Studio Dance I
 - Studio Dance II (edited as practice by Video Crew)
2. Standard Annual Editing and Archiving
 - Oversee video editing.

- Archive edited videos on our external hard drive, back up in at least one other location, and upload to the Departmental online Vimeo archive.
 - Archive only edited files. Raw footage of the departmental shows will not be stored. If raw footage is desired, choreographers must contact GMC the week of the show.
 - Keep all documentation labeled uniformly and organized according to event and year.
 - Preserve all digital files and older original tapes of performances and showings.
 - Collect 2 programs of each event. 1 copy is sent to the Office Support Specialist and 1 copy is kept in the GMC office.
3. Submitting Video Clips for Dance Department website:
At the start of the school year the GMC (or an assigned assistant) will submit video clips to the Assistant to the Head for the website home page and gallery.

E. Editing Procedures

1. November, February, and Studiodance I
The GMC is responsible for editing concerts in a timely manner. The GMC reviews all footage and looks to find the best quality footage available to edit. If Thursday and Saturday's footage is found to be of similar quality, the choreographer will be contacted and asked to review the footage and choose which night will be edited. Choreographers may ask to view the unedited Master by contacting the GMC, and may request which concert should be edited. Editing begins two weeks after Concert closing so choreographers must initiate the request within 2 weeks of the concert.
2. Editing Procedures—Studiodance II
Video Crew creates edited digital files of Studiodance II the year after the performance. This edit is done for practice only. If choreographers desire this footage before the next year, they must utilize the raw footage or the rough edit done by the GMC.
3. Editing Procedures—Senior Concerts and other Departmental Events
Typically these events are shot with one camera. The GMC trims the footage, adds titles and credits, and creates a digital video file that is stored and available in the archive. Seniors recommend to GMC which performance is to be selected for Library Archive. This recommendation is made to the GMC in an email in a timely fashion after Senior Concert. If this recommendation is not made, the GMC will use his or her discretion. Edited versions of the pieces will be placed on our online Vimeo archive as soon as possible after the Senior Concert.

F. Posting Videos

Archived materials may be viewed in the Media Lab. Edited archive material will be made available approximately 2 weeks after the event or show's closing. By request, un-edited materials will be made available in advance of completion of the edited concert. The original raw footage will be discarded after editing, archiving, and uploading occurs.

The edited DVD of all concerts will be placed in the Department of Dance Video Digital Archive and by request, be available for download on its online Vimeo archive.

The GMC will email choreographers a link to the Dance Vimeo page granting access to download. If another method is desired, the choreographer should make an appointment with the GMC to download particular dances onto computers. The request must be made in writing at least one week in advance to mygvmc@gmail.com

G. Media Lab Policies

- GMC work-station is off limits to all but the GMC and Video Crew Assistants. All older Original tapes are off limits to all but GMC.
- Original tapes are locked in the GMC Office. Requests must be submitted in writing (e-mail) at least a week in advance of need.
- All students must sign up to use equipment.

IV. COPYRIGHT POLICY

A. Copyright Policy - Department of Dance

All choreographers (including students, faculty and guest artists) must determine if copyright permission is needed to use any music and other media in performances presented by the University of Illinois at Urbana-Champaign Department of Dance. They must obtain copyright permission where required by law. A sample "Request for Permission" Form is available on the Department of Dance website.

Upon request, videos of the performances documented by the Department may be released to students, faculty, or guest artists who participated in the performance. Requestors may use videos taken by the Department only for personal, non-public uses. However, personal public posting is allowed only if appropriate copyright permissions are obtained. Requestors are expressly forbidden from publicly displaying videos taken by the Department, including posting these videos on Internet sites, if they do not have needed copyright permissions.

The Choreographer Permission/Non Permission form and video request forms are BOTH required before videos are distributed. They can be found on the dance website under forms.

B. Copyright Education Process

The GMC plays a critical role in educating our community about copyright and overseeing the copyright process.

1. Town Hall at the Beginning of School (Annual)
Pass out the Copyright Form (which includes Policy). Provide education about the policy for the students/faculty.
 - Signed forms go to Administrative Staff
 - Staff makes two copies and sends one to student/ one to GMC.
2. First Concert Directors /MFA Thesis/BFA Thesis Meetings (Annual)
Inform all choreographers about copyright policy.
 - Choreographers must determine if copyright is needed prior to program submission.
 - Choreographers sign a video release/non-release form and give to the GMC.
3. Prior to Video Release to Students, GMC must check the following:
 - Choreographers must have a signed Copyright Policy Form on record.
 - Choreographers must have signed a Choreographer Release/Non-Release form.
 - GMC will only provide a video to dancers/designers if Choreographer has given permission.
 - GMC will release with/without sound according to Choreographer's form.
 - GMC will give a copy of the Choreographer Release/Non-Release form to students, so they understand the scope of the use of the video.

For more information on Copyright please see:

<http://publish.illinois.edu/copyright-for-arts/resources/>

To access copyright forms:

<http://www.dance.uiuc.edu/resources/forms>