

Annenberg Media Center policies

*Note: All students working in the Media Center in Fall 2020 must read and complete this form. These are **temporary policies** that will be revisited if and when the university moves to another phase in Project Restart. You must complete this to work in the newsroom. If USC moves into another phase you will be required to read and agree to a new version of the policies.*

Direct questions to cboyles@usc.edu or christina.bellantoni@usc.edu (After Sept. 17, ask vince.gonzales@usc.edu who will be serving as Media Center Director)

[Download these guidelines for future reference or bookmark them at http://annenbergprograms.com/tech_pdf](http://annenbergprograms.com/tech_pdf)

Please learn about our workflow to help us maintain, operate and safeguard our expensive multimedia equipment and contribute to a newsroom with core values of respect and professionalism. You can always find more information at resources.uscannenbergmedia.com

Please fill in the following information to get started:

First Name

Last Name

Nickname (if used)

Pronouns

Student ID number

USC email

Cell phone number

Permanent mailing address

Are you an Annenberg school major or minor?

- Yes
- No

Within the Media Center, each student outlet has unique operational procedures and workflows. Completion of this agreement along with your participation and workshops, if necessary, will grant you access to the newsroom's resources and, if needed, checkout equipment from the ASCJ Equipment Room.

Students must also be onboarded into the Annenberg Media system. If you haven't already done so, email Graham at stecklei@usc.edu with "onboarding" in the subject line and he will get you set up ASAP.

MEDIA CENTER HOURS OF OPERATION

NEW! Monday-Thursday 7:30 a.m. - 7 p.m.

NEW! Friday 8:30 a.m. - 5 p.m.

MC Technical Production Supervisors will be available from 9-7 Monday through Thursday and 10-5 on Friday to provide technical support during specified times. You can find them on Slack or get in touch via the contacts on the last page of this document.

Media Center rules

The Media Center is NOT currently open for in-person work. There is a slight chance that will change in the weeks ahead. If that does change, there will be new rules that are an extreme departure from the normally welcoming space that is the Media Center. We appreciate your cooperation to keep everyone safe and expect these rules will be followed at all times. If we get this right during this challenging period, we'll be able to return to normal sooner.

Do not share, post or publicly display any MC passwords.

Studio production spaces

The Media Center has various studios and control rooms designed with the latest technology for multimedia productions. Under normal circumstances these are made widely available via reservation requests and open studio times. The studios are NOT currently open.

Multiedit room and editing suites

ANN 102L: Suite of 10 video editing stations

ANN 206 A-K: 10 private video editing bays on the second floor

Normally these suites require reservations. They are NOT currently open.

Annenberg Equipment Room (ER)

The equipment room is NOT currently open.

ER hours of operation

Monday-Thursday: 8 a.m. - 6 p.m.

Friday: 10 a.m. - 4:30 p.m.

During hours of operation, you can contact the Equipment Room with questions at (213) 821-2226 or by email ascequip@usc.edu.

Remote Media Center Production

[Per Annenberg guidelines on reporting](#), the majority of video and audio news gathering and production will be done with the use of mobile phones and Zoom. Tutorial for recording and sharing your content for the various Annenberg Media outlets can be found at <http://resources.uscannenbergmedia.com>

Work with your producer for the day on the best way to upload your content so it can be included in the show that is being assembled or prepared for broadcast. We strongly suggest you back up all raw files and finished work onto your computer or a personal external hard drive. All finished Media Center programs will be archived in the Annenberg Media Asset Management system.

Keep this page handy. These folks will help you while you work in the Media Center!

**Media Center Production Supervisors
Find them in Slack!**

The staff will be available in Zoom rooms to help you

usc.zoom.us/my/ mcvideohelp	usc.zoom.us/my/ mcaudiohelp	usc.zoom.us/my/ impacthelp
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Chuck Boyles	714-900-2269	cboyles@usc.edu
Tom Norris	213-821-2332	tjnorris@usc.edu
Sebastian Grubaugh	213-740-4270	sgrubaug@usc.edu
Bobby Prom	213-821-2337	kprom@usc.edu
Victor Figueroa	213-821-1135	vfiguero@usc.edu
Tim Yuge (Equipment Room)	213-821-2226	ascequip@usc.edu

Graham Clark Stecklein	651-491-2052	stecklei@usc.edu
Media Center newsroom	213-740-3847	Or 213-740-1079
Media Center newsroom	213-740-8008	
Impact	213-740-3927	impact@usc.edu
DPS Emergency	213-740-4321	(Dial 04321 on campus)

I _____ , have read and understand all procedures set forth in the *Media Center technical guidelines and policies*. I agree that I will follow these guidelines and that I am financially liable for all equipment that I check out or use.

I understand and agree

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