

SA Training Outline for Studio Assistants in Training

1. Introduction to Equipment Use

- **Overview of Available Equipment**
 - Types of cameras, audio gear, lighting, and accessories
 - Basic functions and features of each type
 - Importance of proper equipment handling

2. Check-In and Check-Out Procedures

- **Booking System Familiarity**
 - Navigating the dashboard
 - Managing equipment reservations
- **Equipment Checkout Process**
 - Verifying student IDs and reservation details
 - Check-out: Inspecting equipment before handover
 - Documenting any existing issues or damage
- **Equipment Check-In Process**
 - Thorough inspection upon return
 - Checking for missing parts or damage
 - Logging the condition of returned equipment and updating records
- **Handling Issues**
 - Steps to take if equipment is returned damaged or incomplete (remember your customer service training!)
 - Communicating with students about equipment responsibilities
 - Reporting and escalating issues to senior/staff

3. Equipment Maintenance and Storage

- **Daily Maintenance Routines**
 - Cleaning lenses and cameras
 - Proper wrapping and storage of cables
 - Checking batteries and charging protocols
- **Preventive Maintenance**
 - Regular checks for wear and tear
 - How to report and document equipment issues

- Calibration and testing of equipment
- **Proper Storage Techniques**
 - Safe storage practices for cameras, audio gear, and lighting
 - Organizing equipment in storage areas (No loose straps, neatly arranged etc)
 - Importance of securing equipment properly (Health and safety)

3. Equipment Operation

- **Camera Operation**
 - Basic settings: Exposure, focus, and white balance
 - Using different types of cameras for various scenarios (e.g., studio shoots, live events)
- **Audio Equipment**
 - Microphone types and usage (e.g., lapel, shotgun, handheld | Condenser, dynamic etc)
 - Audio mixers and recorders: Setup and operation
 - Connection with each relevant camera
- **Lighting Setup**
 - Basic three-point lighting setup
 - Adjusting light intensity and angles (e.g with reflector/diffuser)

5. Mediazone Facilities Overview

- **Audio Studio**
 - **Equipment and Setup**
 - Overview of available audio recording equipment
 - Setting up microphone, audio interfaces, and mixers
 - Adjusting basic settings for optimal sound quality
 - **Studio Use and Best Practices**
 - Operating the audio recording software
 - Managing recording sessions (setup, monitoring, and post-production)
- **Radio Studio**
 - **Equipment Overview**
 - Introduction to radio broadcasting equipment
 - Using microphones, mixers, and broadcast software
 - **Broadcasting Procedures**
 - Running live shows and recording sessions

- Managing live sound levels and transitions
 - Archiving and managing recorded content
- **Digital Lab / Edit Stations**
 - **Workstation Overview**
 - Introduction to editing stations and software (e.g., Adobe Premiere Pro, After Effects)
 - Managing project files and storage
 - **Editing Workflow**
 - Basic folder structure (*emphasize importance*)
 - Importing, organizing, and managing media files
 - Basic editing tasks: Cutting, trimming, and adding effects
 - Exporting projects in different formats
 - **Etiquette and Maintenance**
 - Keeping workstations clean and organized
 - Emphasis of proper protocol (no eating/drinking)
 - Properly shutting down systems and storing media/backing up to the server
- **Photography Studio**
 - **Studio Equipment Overview**
 - Introduction to photography equipment (equipment that is permanently based in the studio)
 - Operating backdrops
 - **Post-Shoot Procedures**
 - Safely dismantling and storing equipment

6. Event Coverage

- **Pre-Event Preparation**
 - Understanding the event requirements (live vs. highlight video)
 - Choosing appropriate equipment for the event
 - Setting up equipment on-site: Cameras, audio, and lighting
- **Live Event Coverage**
 - Capturing video in real-time: Framing, focus, and camera movements
 - Monitoring audio levels and adjusting on the fly
 - Communicating with the event team for smooth operation
- **Highlight Video Coverage**
 - Capturing key moments and b-roll footage
 - Techniques for dynamic shots (e.g., panning, tilting, tracking)
 - Managing time and shooting ratio effectively to cover all aspects of the event

7. Basic Video Editing

- **Introduction to Editing Software**
 - Overview of commonly used software (e.g., Adobe Premiere Pro)
 - Importing footage and organizing files
- **Basic Editing Techniques**
 - Sequences
 - Trimming and cutting clips
 - Adding transitions, titles, and basic effects
 - Synchronizing audio and video (multicam)
- **Exporting and Delivering the Final Product**
 - Export settings
 - Ensuring the final video meets quality standards
 - Backing up project files and raw footage
 - Delivery methods (Frame.io / initial, secondary, delivery forms)

8. Assessment and Feedback

- **Practical Skills Test**
 - Demonstrating proficiency in equipment operation, maintenance, and event coverage
 - Performing a mock check-in/check-out procedure
 - Editing a short video from provided footage
 - Operating in the various Mediazone facilities effectively
- **Review Session**
 - One-on-one feedback from the assigned Studio Assistant
 - Discussion of strengths, weaknesses, and areas for improvement
- **Ongoing Learning**
 - Encouraging continuous practice with equipment and facilities
 - Access to additional resources and tutorials for skill enhancement