



# Subcat Studios Intern Handbook/Policies



## I. Job Description/Expectations

What we look for in our interns is very specific and is as follows:

1. Initiative - Self motivated to learn and share ideas. Driven by an underlying curiosity to know more about the music industry, and a desire to achieve excellence.
2. Work Ethic - Interns that are concerned with all aspects of the task assigned to them. Achieve goals beyond minimal performance levels. Willing to put forth the extra effort to get a job done right. Has the ability to complete activities while maintaining both a sense of urgency and attention to detail.
3. Work Attitude - Ability to adapt to and work effectively within a variety of situations and with various individuals. Appreciates different and opposing perspectives on an issue. Adapts one's approach as the requirements of the situation change.
4. Interaction With Others - Gets along with others as part of a team. Works cooperatively as opposed to working separately or competitively. Supports team concept through information sharing, listening, and contribution of ideas.
5. Attendance/Punctuality - Great attendance is required. Must always be at work unless sick or because of an emergency.
6. Mechanical Aptitude - Intern has an understanding of the workings of the equipment (both analog and digital). Understands the reasoning behind proper equipment setup and safety; processes concerns while connecting and disconnecting equipment.
7. Thinking One Step Ahead – Always being able to be setting up for the next thing needed either before a session or during an ongoing session. It is important to ensure that the sessions continues without disruption. There is nothing worse than having a session flow interrupted because the next setup wasn't ready in advance.

## **II. Accountability**

The importance of accountability in the professional world cannot be understated. Once you have become oriented with the facility here at SubCat you may be given an intern key which **MUST** be returned at the end of each day before you leave the facility. These keys are for temporary use only and only purpose of them is to allow you easier access to complete tasks throughout the day. You will be expected to be 100% accounted for, but not limited to:

1. Behaving appropriately during sessions
2. Completing all tasks assigned to you to the very best of your ability
3. Yourself - If you drop a microphone or damage a piece of gear **TELL US!** It will be much easier than us finding out later. Honesty means everything.
4. Keeping track of the intern key you are given at the start of each day
5. Following all policies listed in this handbook.

## **III. Responsibilities**

Intern responsibilities will include all general tasks listed below and more:

- ◆ Setting up/tearing down sessions
- ◆ Making coffee
- ◆ Paying attention and being helpful
- ◆ Answering the phone when it rings
- ◆ Running errands
- ◆ Sweeping, mopping, vacuuming
- ◆ Emptying the trash
- ◆ Cleaning dishes
- ◆ Organizing the remote room/shop
- ◆ Stocking bathrooms
- ◆ Wrapping cables
- ◆ CD/Duplication Assembly
- ◆ Cable Soldering
- ◆ Help with inventory
  - Microphones
  - Headphones
  - Cables

- ◆ Not dropping/breaking things
- ◆ Not losing the intern key
- ◆ Not talking during sessions with clients present
- ◆ Anything that may be listed on the whiteboard in Duplication
- ◆ Keeping doors closed and locked
- ◆ KEEPING ALL THINGS CLEAN IN THE STUDIOS. If something is messy CLEAN IT UP

#### **IV. Scheduling**

We ask that you arrive on time each day that you are scheduled to work. Excellent attendance and punctuality are a must because we will rely on you for help with everyday tasks. Your schedule will be determined before your internship begins and agreed on between you and your site supervisor. Extra attendance may also be requested at other times based on the business needs of SubCat Studios. If you are sick and are unable to make it to work you should personally contact TJ to let him know ASAP; the same goes if a family emergency were to happen. If for any other reason you cannot work your scheduled day or for the entire duration of one of your shifts please coordinate with your site supervisor at least 48 hours in advance so that your schedule and a replacement intern can be adjusted accordingly.

#### **V. Session Participation**

Being able to sit in on an on-going session with a client is a privilege. Keep in mind that some sessions are private and not open to interns. Do NOT enter a room while tracking is in progress; wait until between takes. If the room is already filled with clients or other interns do not enter the session. When entering a room with an on-going session, introduce yourself and ask the engineer if you may sit in and observe the session. That is why you are there. To observe. Nothing else. Do not disrupt the session in anyway or you would be asked to leave. Session with clients present are a great time to observe and take notes to ask the engineer at a later time. There will be mixing and mastering sessions when the client is not present when you can ask more questions during the session and become a bit more involved.

## **VI. Clientele Interaction**

Failure to comply with the following rules will lead to immediate dismissal:

1. Do not approach clients with demo material, unless specifically asked.
2. Do not offer to record clients on your own or at your own studio.
3. Do not take pictures of clients without permission
4. Do not ask for clients autographs or media

## **VII. Transportation**

Interns must have their own, reliable transportation. This may be a car, having a friend or family member give you a ride, or riding the bus. Figure out a way and always be responsible to arrive on time. We will be relying on you, therefore we will be relying on your transportation.

## **VIII. Performance Reviews**

A general evaluation will be completed by both the site supervisor and the intern at three times during the internship. The first at the 2 week mark of the internships; second at the halfway point; and third at the conclusion. This evaluation will take into consideration the interns performance throughout the duration of the internship. This is something to ensure that you are both comfortable at SubCat Studios and learning what you are hoping to learn.

## **IX. Dress Code**

Although the nature of the music industry allows our dress code to remain causal, please do not forget that you are in a professional environment. It is important to wear appropriate work clothing that is neat and clean. It is also important that when you are out at a remote location or moving heavy gear that you must be wearing closed toe shoes for your safety. All personal belongings are to be left in the back stockroom when they are not being used and not left out in the open during business hours.

## **X. Smoking Policy**

There is no smoking allowed within 50 feet of SubCat's facilities.

## **XII. Problem Resolution**

If at any time a problem arises, whether it be technical, operational, personal, or anything else, please contact your site supervisor or a staff member immediately before the problem becomes too large to deal with. Your honesty will be returned with trust and respect. Management will do whatever possible to help resolve any issue at hand.

## **XI. Company Property**

All Studio equipment, including but not limited to: hardware, software, telephones, printers, recording equipment and gear, instruments, any duplicated/replicated CD or DVD made in the duplication department, and supplies are property of SubCat Studios and should be used to perform job tasks only. Any intern or employee that removes company property without the site supervisor approval will be released from the site.

1. Computer Usage - Company computers, iPads, and electronic media are to be used for purposes relative to SubCat's business functions and nothing else.
2. School Work at Subcat - Using SubCat's computers or equipment for internship related work will be considered acceptable only with permission from the site supervisor AND only after all assigned tasks for the day have been completed.

## **XIII. Agreement Forms**

You will be required to sign both a Learning Agreement form and a Studio Confidentiality form before beginning your internship at SubCat Studios.

## **XIV. Exclusions**

1. Performance Exclusions:
  1. Interns who have more than 2 unexcused absences
  2. Violation of policy
  3. Violation of Learning Agreement
  4. Violation of Confidentiality Agreement
  5. If your attitude and or progress rate is no longer compatible with the culture/mission of SubCat Studios.
2. Self Exclusion:
  1. If you are no longer willing or able to continue with your internship please consult with your site supervisor so a resolution can be reached.

## **XV. Extension of Internship**

On the contrary to that listed above, you may be asked to continue your internship during a later semester. Interns who show exceptional promise may be trained to begin working as freelance engineers as well. An extension of an internship is in no way a guarantee of employment but more of an invitation to work alongside us and rent the studio for your own use.

## **XVI. Bottom Line**

BE AWARE! If you see a mess clean it up. If the phone rings and no staff is around, then answer it. If the trash is overflowing take it out. Simple common sense things. And finally, do anything asked of you by any staff member, complete all tasks to the best of your ability, strive to learn something new each day you are here, and most importantly HAVE FUN!