

PLEASE READ CAREFULLY

YOU WILL BE HELD RESPONSIBLE FOR THIS INFORMATION AT ALL SESSIONS

YOUR ABILITY TO FOLLOW THESE RULES AND PERFORM THESE TASKS WILL DETERMINE YOUR ELIGIBILITY TO CONTINUE IN THE INTERNSHIP PROGRAM.

MUSTS:

- _ Act Professionally, have manners and respect the artist, the engineer, the producer, the music, instruments and equipment
- _ Have an answering machine, email and a car that works
- _ Be able to return a phone call or email within 24 hours of receipt
- _ Show up on time
- _ Come dressed appropriately and neatly
- _ Be able to collect money from clients for getting their meals, accounting for change of all people and give receipts
- _ Use your common sense

STUDIO ETIQUETTE:

- _ YOUR ROLE AT THE SESSION IS MAINLY TO OBSERVE AND LEARN. IN OTHER WORDS, BE WALLPAPER. Unnecessary talking is distracting to the engineer and the client. You must never indicate to the client you are learning or become a distraction to the session in a way that cause even 5 seconds of client's paid studio time.
- _ NEVER ANSWER FOR THE ENGINEER TO THE CLIENT regarding problems or recording techniques and above all.
- _ NEVER PUBLICLY DISAGREE WITH THE ENGINEER. There are probably reasons you don't know about. Let them fail to succeed.
- _ NEVER LEAVE THE CONTROL ROOM WITHOUT TELLING THE ENGINEER OR SUPERVISING ASSISTANT. Plan your breaks when you are doing the least amount of work. In most cases that will be when someone is recording. Always check with the engineer before taking a break.

- _ STAY OUT OF THE LINE OF SITE OR WALKWAY. Do not follow too close behind the engineer. Things move fast. You will be run over.
- _ DO NOT ALLOW YOUR TASKS AS AN INTERN TO SUPERCEDE THAT OF THE ENGINEERS TASKS. Find appropriate times to get board settings that work. Do not disrupt the flow of the session
- _ RESPECT THE ARTIST'S TIME AND EQUIPMENT AS WELL AS THE STUDIOS. Do not move something unless you ask first.
- _ PAY ATTENTION to what the engineer is listening to, patching, what edit points sound like and how they are marked, delays, reverbs. Listen to the sound. A good engineer does a million things that will go unspoken and unnoticed. Find out what they are. It is usually the same from session to session
- _ CLIENTS SHOULD NOT BE ALLOWED UPSTAIRS OR IN THE STUDIO OFFICE. There is valuable information about scheduling, rates, repairs, messages, etc. that could be potentially damaging without explanation. Staff members are asked to always call upstairs first before going into the office. Upstairs is Cookie's space and sanctuary- please respect it.
- _ NEVER USE THE STAIRCASE FROM THE PIANO ROOM TO THE UPSTAIRS. GO UP THE RAMP AND THROUGH THE OFFICE SIDE DOOR. ALWAYS CALL FIRST.
- _ When clients arrive, ALWAYS CHECK THE PARKING SITUATION! Direct clients to appropriate parking and ask them to move cars if necessary or offer to move their. CHECK THE PARKING WHENEVER SOMEONE ARRIVES OR RETURNS!