



## Production & Technical FAQs

### What is Union House Theatre?

Union House Theatre (UHT) is the hub for co-curricular student theatre at the University of Melbourne. We program **performances**, **masterclasses**, and **events** giving students a taste of professional practice. We have been nurturing student playwrights, directors, performers, and technicians since 1969!

UHT is staffed by **industry professionals** who can advise and assist you in all aspects related to performance and production.

Drop in and see us any time on Level 3 of the Arts & Cultural Building, Parkville Campus, or send us an email.

- For general enquiries, marketing & administration advice: [uht@union.unimelb.edu.au](mailto:uht@union.unimelb.edu.au)
- For artistic support and guidance: [artistic@union.unimelb.edu.au](mailto:artistic@union.unimelb.edu.au)
- For production enquiries and advice: [production@union.unimelb.edu.au](mailto:production@union.unimelb.edu.au)
- For technical enquiries and advice: [technician@union.unimelb.edu.au](mailto:technician@union.unimelb.edu.au)
- For workshop & set build enquiries and advice: [carpenter@union.unimelb.edu.au](mailto:carpenter@union.unimelb.edu.au)
- [Sign up to our weekly E-news](#) for news on what's on, ways to get involved, and ticket giveaways

### Venues

#### What are the venues?

UHT supports student theatre activity during semesters at venues across campus. We primarily support and program student productions in the Union Theatre (a roughly 400-seat proscenium arch theatre) and Guild Theatre (a roughly 100 seat black box theatre), both newly constructed and managed by the University of Melbourne. For specifications of these venues, reach out to our production department.

#### Can I have a look inside the venue?

Absolutely! Please note however that as the venues are busy, tours of the space must be booked in advance to ensure the venues will be accessible. Contact us to schedule a time.

#### How do I book the venue for my production?

UHT runs a Venue Allocation process twice a year where affiliated Student Theatre Groups are invited to submit preferences for booking the Union & Guild theatres during semester time. Stay tuned to our e-news in April/May for Semester 2 allocations, and Sept/Oct for Semester 1 of the following year allocations.

Outside of this process there may be opportunities for UMSU Clubs & Societies to hold special and one-off events such as concerts, film nights, and more. Stay tuned to our e-news for when these opportunities come up.

## The Workshop & Set Building

### **What is the Workshop?**

The Workshop is a fully kitted-out space for designing and building theatrical sets and props, managed by UHT's Stage Carpenter & Mechanist. It's where you can book in time to build the sets for your shows and get advice on set design and construction.

### **Can I use the workshop by myself?**

No, there needs to be a UHT staff member present – this will typically be the Stage Carpenter.

### **When is the workshop open or available?**

The workshop is available for use from 10am-12pm and 1pm-4pm Monday, Tuesday, Thursday and Friday.

### **When can I get access to the workshop to start building my set?**

Approximately four weeks prior to bump in is when you can start booking the workshop. UHT staff will discuss this with you through our production meetings with you.

### **Do I need to be inducted or trained to use the workshop?**

Yes. Our Stage Carpenter will induct you via SOPs (Standard Operating Procedures) and assist you in the use of any equipment in the workshop.

### **Does it cost money to use the workshop?**

No! Use of the workshop, UHT tools and standard set items, and any meetings or sessions with UHT staff is completely free for student theatre groups.

### **What tools are available, and can I use them?**

UHT has a wide range of tools to build your set from a table saw and drop saw to router, jigsaw, drill press and nail gun,

along with a variety of hand tools. Chat with our Stage Carpenter for inductions and to use these.

### **Does the UHT team build the set for my show?**

No, it's up to you to build your set, but we will advise and assist in your achieving build and concepts.

### **What set items are available at UHT?**

We have a range of standard theatre flats, doorways, doors and French braces along with a selection of rostra available for use.

### **Will UHT buy or store our set after our show is finished?**

No, we don't have the storage space. It's part of the planning process to consider the removal of your set at bump out.

### **How long will it take to build my set?**

How long is a piece of string? Talk to UHT about what you're planning, and we can give advice on timelines.

### **What materials does UHT supply for our set build?**

You need to supply your own materials to build your set, such as timber. We can provide some general hardware like nails, screws, hinges, and doorknobs.

### **How much do materials cost to build out set?**

How long is a piece of string? Consider your budget and skill set, and talk with UHT for advice and pointers on what to get and where to get it from.

### **Does UHT have a supply of paint for me to use?**

No, we don't. The only paint UHT can provide is black stage paint for a small fee.

**What paints are best to use?**

Water based/acrylic paints are best to use on sets and props.

We avoid washing any paint products down the drains. Ask UHT staff for advice on correct disposal and cleaning of paint items.

**Where do I clean up paint & paint materials after painting my set?**

Sound, Lights, AV/Projection

**What sound desk is in the venue?**

Union Theatre: Digico Quantum 225  
Guild Theatre: Yamaha TF1

Conventional/incandescent fixtures are not permitted in the Guild or Union theatre. UHT can test and tag your items for a fee per item. We cannot guarantee that all electrical items will pass the test to AusNZ Standards.

**How many channels are available?**

Union Theatre: up to 72  
Guild Theatre: up to 32

**Do you have microphones and speakers?**

Both venues have a range of microphones and speakers suitable for most theatre band and orchestra arrangements. UHT has a stock of wireless headset microphones available for hire to student theatre productions, and some additional microphones and speakers. Chat with our Head Technician for more information.

**Is there a projector available?**

Yes, both venues have powerful laser projectors that are fixed in place. Discuss your projection requirements with UHT to see if these will suit your needs.

**What lighting desk is in the venue?**

Union Theatre: ETC Ion Xe  
Guild Theatre: ETC Element

**How can I do subtitles or captioning?**

Portable monitors can be set up to the side of the stage in both venues for captioning displays. These are available inhouse.

**Can I move the standard rig lights?**

No – the standard rig is fixed. However, you can refocus certain lights in the rig. Talk to our Head Technician for more information.

**I've never done sound, lighting, or projection before. What do I do?**

Chat with our Head Technician. We'll teach you what you need to know.

**Can I move the control desks?**

Yes, with some limitations. This should be discussed prior to bump in. It takes at least 30 minutes. You are responsible to return the desk back to standard position at bump out.

**Can I bring in another lights?**

Yes, provided they are LED lights and have a current Test & Tag.