CINEMATIC ARTS Facilities and Equipment

Facilities
The Cinematic Arts Department operates out of three facilities in Albuquerque – two on UNM's main campus, and one at Mesa del Sol in south Albuquerque.

CINEMATIC ARTS on UNM Main Campus
CINEMATIC ARTS's main campus facility is located at:
3rd Floor CERIA Building (Bldg 83 on Campus Map)
Yale Mall
Phone: 505-277-6262

The CERIA Building is on the Yale Mall just north of the Art Building. Administration and faculty offices, classrooms, equipment room, edit rooms, student lounge and Cinematic Arts conference room are located on the 3rd floor.

Additional main campus facilities located at:
Robert Hartung Hall (Bldg 158 on campus map)
2414 Central Avenue SE
Albuquerque, NM 87106

Cinematic Arts shares Hartung Hall with the College of Fine Arts' Theatre Department. This location is physically located on the southwest corner of Central Avenue and Stanford Drive, next to the Frontier Restaurant. The building houses two CINEMATIC ARTS computer labs (Mac and PC), a higher-end teaching classroom.

CINEMATIC ARTS at Mesa del Sol
CINEMATIC ARTS's Mesa del Sol facility is located at:
5700B University Blvd West
Albuquerque, NM 87106
Phone: 505-277-3656

This facility is south of UNM's main campus, about a 15 minute drive from Robert Hartung Hall. Directions to CINEMATIC ARTS Mesa del Sol from main campus:
> West on Central Avenue to I-25
> I-25 south to the Rio Bravo Exit
> East (left) on Rio Bravo to University Blvd West (Rio Bravo ends here)
> South (right) onto University Blvd West
> Drive south to the end University Blvd – the Aperture Center marks the end of the road

CINEMATIC ARTS is located within the large glass building called the Aperture Center. CINEMATIC ARTS is in the eastern portion of the building, closest to Albuquerque Studios. Parking is free, and behind the Aperture Center.

The Mesa del Sol facility is a beautiful new building, designed for state-of-the art digital learning. It was built in proximity to Albuquerque Studios to facilitate collaborations with the film industry and other high-tech industries that operate at Mesa del Sol. CINEMATIC ARTS operates over three floors in this facility. The first floor houses a 120-seat theatre for screenings and instruction, as well as a large flexible space called the "black box" that can be used to produce live productions, build sets, and film shoots (including using green screen). The second floor has two computer labs (Mac and PC), a server room/render farm, and equipment check-out room. Third floor contains various project rooms designed for faculty and students to produce creative work for class and research, a sound recording lab and mixing booth, and staff and faculty offices and meeting space. There is ample open meeting and study area on the third floor for students and faculty.

Shuttle

UNM provides free bus service to CINEMATIC ARTS Mesa del Sol from UNM's main campus. The route schedules vary from semester to semester, depending on classes offered at Mesa del Sol. Current schedules and rider instructions are always located on the CINEMATIC ARTS website (cinematicarts.unm.edu).

Reserving Space for Student Projects

Course-related use of all buildings should be dictated and coordinated through the instructor of that course. CINEMATIC ARTS students are encouraged to use these resources for independent projects as well.

To schedule rooms for class related projects, or approved special projects, at CERIA, Hartung Hall or Mesa del Sol, email the main Cinematic Arts office (cinema@unm.edu).   Include "*Room XXX Request"* in the subject line of your email. Additional forms may be required, depending on the nature of your request. Room requests will be granted based on the nature of the proposal and availability.

For non-course related projects a Special Support Project request form can be obtained from the CINEMATIC ARTS website (cinematicarts@unm.edu) or by visiting http://goo.gl/forms/FRKpgx4l8D. Instructions are on the form.

CINEMATIC ARTS Facilities Overview

Below is a description of computer and equipment resources available to CINEMATIC ARTS students in all buildings, and CINEMATIC ARTS computer use policies.

CERIA - Main Campus
Bldg. 83
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Equipment Room 304
- Variety of digital camera models, including Canon Rebel T3i, T5i, T6i, Canon Vixia, Canon 5D Mark II and Mark III, Panasonic GH4, Blackmagic Pocket Camera, Sony EX-3, and a RED Scarlet Mysterium-X.
- Variety of portable sound recorders, microphones and mixers
- Variety of portable lighting systems both incandescent and LED
- Glidecam
- General grip equipment
- Portable green screen and suits
- 16mm film equipment, including Bolex H16 cameras and an Arriflex 16, and splicers.

Editing Rooms
All rooms have iO2 digital mixer and powered speakers.
- Four rooms with MacBook Pros running Adobe CC and Apple Final Cut Pro X
- One room with MacMini running Adobe CC and Apple Final Cut Pro X
- One room with iMac running Adobe CC and Apple Final Cut Pro X

Advanced Edit Room 1
- Mac Pro running Adobe CC, Apple Final Cut Pro X, and Avid Media Composer
- Dual screens.
- Avid Artist User Interface with Digtal Mixer
- Analogue Mixer
- 1 TB Secondary Hard drive.

 16mm Editing Room
- 6 Plate Steenbeck Editing Table

Hartung Hall – main campus
2414 Central Ave SE

PC/Mac Hybrid Lab Rm 108
- 10 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card
- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- 9 Apple iMAC Workstations
- Single Quad Core 2.26GHz Processors
- 8GB RAM
- 256GB RAM Hard Drive
- 1TB Secondary Hard Drive
- 3 Apple MAC Pro Workstations
- Dual Quad Core 2.26GHz Processors
- 8GB RAM
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

MAC/PC Hybrid Lab Rm 106
- 16 Apple iMAC Workstations
- Single Quad Core 2.26GHz Processors
- 8GB RAM
- 256GB RAM Hard Drive
- 1TB Secondary Hard Drive
- 2 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card
- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- Single projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

High End Lab Rm 100
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

Mesa Del Sol
5700B University West Blvd SE

Screening Theatre/Lecture Hall
- Dual HD projection system
- Dolby 7.1 Surround Sound
- 3D projection system
- 27' X 11' Ultra Wide Screen
- 116 Seats
- Integrated AV switching system for performances

- Instructors workstation, Wacom interactive pen display and AV connections for external devices

PC Lab
- 20 Dell T7910 Workstations
- Dual Intel Xeon 6Core 2.4GHz Turbo processors
- 32GB RAM
- GeForce GTX 980 Graphics Card
- Dual Display – One 22 inch standard and one 24 inch ultra sharp
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

MAC Lab
- 20 Apple MAC Pro Workstations
- Dual Quad Core 2.26GHz Processors
- 8GB RAM
- Dual Display – Both 24 inch HD cinema quality and Dell Ultra Sharp
- Dual projection system, instructors workstation, 5.1 Surround Sound, Wacom interactive pen display and AV connections for external devices

Flexible Production Lab
- Programmable ETC lighting control system w/ 25 spot lights, 16 Fresnel's and 16 LED wash lights.
- Full audio mixing and recording station with Presonus 24.4.2 board
- Green Screen Cyclorama and portable walls
- 7.1 Surround Sound system
- Flexible Crestron AV switching system

Sound Lab
- Several sound editing workstations Pro Tools, Logic
- Sound mixing and recording station Pro Tools, Logic

3rd Floor Project rooms
- These rooms will be allocated for specific student and faculty projects and equipped with a variety of Audio/Visual, Computer equipment based on the project specific needs.

CINEMATIC ARTS Computer Labs and Classroom Use Policy

Philosophy and Intent
CINEMATIC ARTS computer labs and classrooms are intended to provide the computing and audio visual support for students and faculty necessary for course work, research and special projects. Because these labs will have a restricted user base, it is the intent to make these facilities as available as possible.

Great responsibility will be placed on the students and faculty to take good care of facilities and equipment and insure that any misuse is reported and mitigated as soon as possible.

These are your labs, take good care of them!!

Please report any misuses or neglect of CINEMATIC ARTS equipment to the following ASAP:
David Camarena
equipment@unm.edu
Or call the main CINEMATIC ARTS number @ 277-6262

Acceptable Use Policy

Acceptable computer use policy will be governed by standard UNM Policy 2500 unless otherwise specified in this document.

https://policy.unm.edu/university-policies/2000/2500.html

Hours of Operation

Unless otherwise posted, CINEMATIC ARTS Labs and Classrooms will be available from 7am to 12pm, 7 days a week, to maximize productivity for students and faculty.

Specific labs may be restricted to usage for specific classes or projects.

* CERIA Building individual edit rooms are available during the hours when the equipment cage is open. Students may reserve edit rooms through the cage. The Advanced Edit rooms are available only to students in specified advanced classes, or by special permission.

Use of any CINEMATIC ARTS facility outside of class time and normal lab hours must be scheduled in advanced. Examples are the Theater and Flex Space at Mesa del Sol. Use of these rooms must be scheduled in advance by contacting the main office at cinema@unm.edu.

Security and Access

Each student and faculty will have an alarm code and electronic card (Lobo Card) access to facilities based on classes they are enrolled in. **If a facility/room has an alarm, it is the responsibility of the last person to leave to arm the system.** The Lobo Card access system will provide an audit trail of who entered the facility. General access to the front doors, MAC labs and PC Labs will be 7 AM to 12 PM, 7 days a week excluding holidays. You may continue to work past 12 PM if you are already in the lab.

Each lab will be outfitted with one or more security cameras to monitor and record activity. Some cameras will be visible and some not.

Please call UNM Police @ 277-2241 or 911 for any unsafe, criminal or threatening activity going on in or near the facility. If working after hours or on weekends it is recommended that you travel in groups. If you feel the need for a security escort, call UNM Police, make sure you inform them of your correct location:

CINEMATIC ARTS Main Campus Facility
CERIA Building
Yale Mall
Bldg 83

Hartung Hall
2414 Central Ave SE
Bldg 158

Mesa del Sol
5700B University West Blvd SE
Bldg 806

Appropriate Computer Usage

Use of computers and lab facilities is for CINEMATIC ARTS coursework, projects or research. Usage outside this scope, such as personal use or for other classes is not allowed. Abuse of this could result in revocation of access.

In order to meet student and faculty needs installation of specific shareware or freeware is allowed with permission. The CFA IT department must be notified if software is installed in order to review for security purposes and to add to our Image list.

Tampering with hardware or software settings to intentionally disable or cause harm to a computer will not be tolerated. Please notify your instructor to contact CFA IT if you feel there is an issue with a computer or the system requires configuration changes. Instructors will submit a CFA IT help ticket at : cfahelp.unm.edu

Violation of the above, UNM Policy 2500 or activity deemed malicious or inappropriate as determined by the CINEMATIC ARTS Chair may result in mean expulsion from the CINEMATIC ARTS program, possible suspension or expulsion from UNM and legal action against the perpetrator.

Examples of unacceptable use include but are not limited to:
- Deletion of files other that your own personal work
- Deletion of installed software
- Subverting or disabling any security measures
- Installing malware or spyware
- Viewing or saving sexually explicit material

Technical Support

CFA IT will provide technical support for labs and classrooms on a limited basis.

General

- No food or drink except liquids in a non spill container.
- Last person to leave must arm the alarm system
- Removing any piece of equipment from the lab without consent and approval of CINEMATIC ARTS is not allowed.
- Please be considerate of others, limit cell use and loud talking. Keep computer speaker volume to a minimum or use headphones.
- Large rendering processes must be conducted after 5pm or on weekends.
- Renders must be coordinated with CFA IT support and shouldn't interfere with classes

CINEMATIC ARTS Equipment Checkout & Use Policy

Intent
CINEMATIC ARTS has a variety of Camera, Sound, Lighting, Grip, Computer and A/V equipment for checkout to be used in conjunction with CINEMATIC ARTS classes, research and events. This equipment is intended primarily for CINEMATIC ARTS students, Faculty and Staff.   This policy governs the use of CINEMATIC ARTS equipment.

Conditions of Use
Also an Equipment Checkout form, available in the Equipment Room, must be filled out at the time of checkout. By signing the Equipment Checkout form individuals accept Financial Responsibility.

Individuals and Organizations checking out equipment are responsible for returning the equipment on time and in good condition. Failure to return equipment on time will result in a temporary suspension of equipment checkout privileges and a late fee of $10/day will be placed on their account at the Bursars' Office that may impede the issuance of grades, the ability to register or graduate. Late fees must be paid at the Bursar's office and provide a receipt of payment to CINEMATIC ARTS staff to remove the suspension. Individuals or Organizations are financially responsible for damaged, lost or stolen equipment.

Individuals or Organizations financially delinquent due to damaged, lost or stolen equipment may have a replacement fee placed on their account at the Bursars' Office which will impede the issuance of grades, the ability to register or graduate.

Individuals and Organizations checking out equipment are responsible of inventorying equipment and ensuring all missing and damaged pieces are noted on the CINEMATIC ARTS Equipment Checkout form before leaving.

Individuals or Organizations who do not comply with this policy may also lose their privileges to checkout equipment or use CINEMATIC ARTS facilities. This determination will be made at the discretion of the CINEMATIC ARTS staff and CINEMATIC ARTS Director.

Students may be asked to provide proof of registration for a particular class at any time.

Equipment Room Hours of Operation
The equipment room is located in CERIA Building, 3rd Floor. Hours of operation will be posted on the door and sent out to all students via e-mail at the beginning of each semester. Equipment may not be checked out outside normal hours.

Equipment may be reserved via the equipment check out form posted on the CINEMATIC ARTS website (equipment@unm.edu.or by visiting http://goo.gl/forms/oZyFavv5Cz . You must place your request at least 24 hours in advance. An CINEMATIC ARTS staff member will verify if the equipment is available by sending you an email confirmation. During breaks and summer there are no normal equipment room hours. Equipment is avaialble only for special projects that have been approved in advance. Any equipment needs must be authorized and picked up at a scheduled time. A Special Project Request Form must be filled out and submitted to the CINEMATIC ARTS staff. Special Support Project request form can be obtained from the CINEMATIC ARTS website (cinematicarts.unm.edu) or by visiting http://goo.gl/forms/FRKpgx4l8D.

Equipment
Equipment availability is based on the following three categories:
- General CINEMATIC ARTS use – available to all CINEMATIC ARTS students, faculty and staff, first come–first serve.
- Limited CINEMATIC ARTS use – available to students taking a specific class, first come-first serve.
- Restricted CINEMATIC ARTS use – available only to specific individuals or groups, checkout must be pre-arranged.

Categories of equipment are determined prior to each semester based on the courses offered and their needs. Inquire with the Equipment Room staff if you have any questions.

Some equipment requires the completion of certain classes or training prior to checkout. Please enquire at the equipment room for details.

Authorized Individuals and Organizations

Equipment is available to Cinematic Arts students, faculty and staff for the purposes of education, research and special events.

Non-Cinematic Arts Majors may use some Cinematic Arts equipment if they are taking a Cinematic Arts class or involved in a class related project. Arrangements for this type must be agreed upon between a Faculty sponsor and the Cinematic Arts System Analysts prior to the start of the semester or intersession.

1