

# North Carolina Museum of Art Policy & Procedures

## NCMA Guidelines for Camera/Video Crews in the Galleries

**Author:** Bill Brown, Chief Conservator

### Summary:

**Conformity to this policy is the responsibility of the event organizer. Please make sure the camera/video crew is made aware of this policy in advance of the event. A gallery monitor is required for larger productions (multiple cameras, stands, long cords, etc.). The monitor is responsible for implementing the guidelines during the event.**

### Explanation:

1. When transporting equipment into the gallery, store equipment away from artwork (sculpture, paintings, etc.), next to an empty wall space, or out in the middle of the floor.
2. Set up light stands and make adjustments away from art works, preferably out in the middle of the room, then place light in desired location. The base of the stand should be positioned far enough away from the art, so that in the event it fell it would not impact the art. Preferably, light stands should be anchored with sand bags. When a light stand is no longer needed, first move it away from the art to the center of the room, then begin dismantling set up. Camera mounted lights are preferable when feasible.
3. Turn off light(s) when not in use. The operator may also be asked to shut off lights when the surface temperature of an object has increased 5 degrees F (only if a conservator is present and has recorded the increase). The monitor present should err on the conservative side, as the heat from lights can be very damaging.
4. Equipment on stands, tripods, etc. should never be left unattended within striking distance of artwork. If equipment must be left unattended, it should be moved to the center of the room.
5. Never wind or unwind electrical cords near artwork. The end of the cord can whip up and strike the art.
6. Do not hurry or dart about during the photo shoot. This could result in tripping over cords and knocking over lights.
7. When framing scenes for a shooting or taking light readings, etc., do not step backwards towards an artwork. Instead stand next to the artwork and then walk forward, away from the artwork.
8. Do not ask personnel assigned as safety monitors to participate as models or stand-ins when trying to set up a shot. It is their responsibility to be on guard against possible accidents while crews are photographing in the galleries.