

SECURITY

Quick Reference Guide

BLACK
BOX
OPERATIONS

Quick Reference is a one-sheet report on subjects impacting theatre users at 12th Ave Arts. Topics are related to building improvements, policies, communication, and equipment. They do not include issues specific to current work or of a time-sensitive nature, which will be handled more directly. Please feel free to distribute this Quick Reference sheet to your company members. They are living documents that will be updated and archived at blackboxoperations.org for reference.

SECURITY

- Vigilance...** The strength of security at 12th Ave Arts is the vigilance of all users, and quick communication when questions arise. The first person arriving for each call should do a quick inspection that backstage areas have remained undisturbed overnight. Closing the ladder hatches, locking dressing rooms, and leaving bathroom doors open overnight are a courtesy to the next user, who can quickly assess these conditions the next day.

Every keyholder needs to take the security interests of both production companies seriously. The last person out for each performance or work call should be diligent, sober, and willing to double check that all doors are locked. This is a difficult discipline for people who are over-tired.
- Intruders...** Unauthorized people on BBO premises during work hours and after hours is a real occurrence at 12th Ave Arts. Fortunately, nobody has ever been hurt in such instances and confrontations with strangers have been peaceful. However, intruders have stolen personal property and expensive BBO equipment. Since the building opened in 2015, *no intruder has ever broken into the premises through a locked door*. In each of the previous cases, their point of entry was an unlocked door.
- Key code...** The Stage Door is designated as the entry for *all artists at all times*. There is a programmable digital keypad which is set and re-set for every production. The keypad should be used by everyone authorized by the producer during rehearsals and performances while keeping the Stage Door locked.
- Keys...** Producers are provided two BB21 keys to share within their company. Best practice is to have crew heads who are first arrivals carry the BB21 keys. This will allow workers access to the Green Room and theatre venues as they arrive. During load-in, these keyholders likely include the Master Electrician, Technical Director, or Charge Painter. During performances, these keyholders probably change to Stage Manager and Box Office Manager.
- Lobby...** The lobby is as secure as the public sidewalk; do not leave property unattended. The glass doors lock only after the restaurants are closed and open again for office workers early every morning.
- Mainstage and Studio...** Producers are not given keys to the tall birch lobby doors to both the Studio and Mainstage theatres; they can only be opened by pushing the crash bars from the inside. *These doors are the primary security weakness at 12th Ave Arts*. They are frequently left open or only partially latched. It is BBO's intention that producers only use these doors for loading of oversized objects and for public events. There is no reason to prop these doors unless they are actively in use. Anyone visiting your company to work or observe should be given the Stage Door key code.

Train your artists to use the theatre without ever opening these doors; only enter and exit through the Stage Door.
- House Manager...** Security is boring work, *until it isn't*. Plan to have someone working your box office who is prepared to keep restaurant patrons quiet and focused on their way to and from the restrooms, and who know basic ways to deescalate a confrontation. They should become familiar with the box office team from the other venue as well as the Concessions Manager. They should also be prepared to read a couple of novels or watch a lot of TikTok videos—hopefully, that will be the most action they will see during your event.