



## Working At Randy Murray Productions The RMP Freelancer Handbook

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## Welcome

This handbook has been designed to help full-time and freelance employees work better as team members and as representatives of Randy Murray Productions. Please let us know if you have suggestions for this document.

### Our Mission Statement

Through our art and work we strive to be and create the good we want to see in the world and on the screens of the world. To this end, we seek out projects and clients that benefit our community and world. We use our skills and creativity to tell stories that benefit these projects and clients. We love what we do and the people around us; we always try to be pleasant and kind to everyone we meet and work with.

### Just a Little Background

In 1991, after successfully producing two local TV shows and working for a large corporation in the financial industry and the largest production company in Arizona, Randy joined together with Theresa, who was in legal administration, and started Randy Murray Productions as a socially responsible film and video production company. In 1995, RMP formed our post-production sister company, Postal. In 2001, Randy and Theresa joined with Ken & Laurie Easley to purchase the historic KPHO building and created First Studio.

### Who We Are

RMP is a creative boutique. We bring together staff and freelancers to use the arts to create content, and to help clients tell stories that benefit our community and world. In other words, we come up with wild and/or creative ideas and strategies, write scripts, build things, shoot with all types of cameras, edit and design for all sizes of screens -- all to help our clients with their communication needs and issues or to create content we can sell. We are a “for profit” company who makes socially responsible art for the screen.

### What We Do

We tell stories that solve problems. That means we produce TV spots, business-to-client videos, business-to-business videos, TV shows and documentaries for clients. We also provide services to other production companies. We produce TV shows, documentaries and other content as an investment. However, having defined “what we do” does not exclude us from doing anything we want that fits our mission and goals.

### You Are Our Partner

Working for RMP means you are part of the RMP team. Being a good team member means knowing the goal of the team and your role in achieving that goal. Simply put, our goal is to make money while doing ‘good’ with our art. Your role is defined on a per-project basis, however, we also ask everyone to help us whenever the opportunity presents itself to: do the right thing for the world, our client, the project and the other team members; make better art; increase profitability.

### We Are Nice

We believe and practice in treating people the way we would want to be treated. This requires us to exercise empathy, to try walking in their shoes before making decisions. We never cheat or steal. When we see people being treated poorly we step in and stop it or step up and report it. We do not tolerate discrimination, abuse or any form of meanness. We are an Equal Employment Opportunity company and we believe that the ADA (Americans with Disabilities Act) has made our country a better and stronger place. We not only expect you to practice these traits, but to also help us practice them better as a company.

## **Safety Above All**

We do stunts, we go to any length to get the shot, we are a 'can do' company – but we are first and foremost a safe place to work. No shot, no effect, no good cause is worth getting hurt or killed over. Safety first and safety last is the rule at RMP. So if we are doing a stunt or any risky procedure, we take the precaution to hire experienced professionals, take all the safety steps, check and double check the safety plan, and have all the right support people and equipment. It is common for us to do stuff that looks dangerous, and it is everyone's job to ensure it only looks that way.

### **Our Butts Are Covered, But ...**

Insurance is legalized gambling. The insurance company lays down a big bet that the RMP team will not break anything, hurt anyone, or hurt ourselves. Each month RMP lays down a big bet that we will. The good news is that RMP loses that bet almost every time. Let's keep up this losing record! However, if something bad does happen on the set or at an RMP worksite, please take steps to protect yourself and your coworkers first. There is no piece of equipment worth getting hurt over. Once everyone has been accounted for and cared for, please notify your supervisor. If you are the supervisor, it is your responsibility to notify the proper authorities and the RMP office as soon as you can. Again, safety is our first priority.

## **Quality Counts**

Quality is the key to our success. We care about quality like we care about air. However, we are smart about it. We not only want to deliver a high-quality finished product, we want to deliver it in a quality way -- with professionalism and confidence. The two keys to doing so are attention to detail and planning. An ounce of prevention is worth a pound of cure, or in this business, an hour of good planning saves hours of OT. Think ahead and pay attention to the details.

Quality is a collaborative endeavor. If you see a coworker getting into trouble or getting behind, do what you can to help. And, gratefully accept help from others. One member of the team can add a little something to greatly enhance your work. Sometimes a small adjustment by the camera department can mean a huge savings for the art department, as an example. Share your challenges, opportunities and dreams with your coworkers, other departments and supervisors. Collaborate for quality.

## **Inclusion Over Exclusion**

Sharing is caring. Let key people know what you are going to be doing and when. If there is someone involved or affected, clue them in, copy them on the emails. Sure, this means lots of emails that will not get read beyond the subject line and that is fine. It also means you may be getting a lot of emails that barely pertain to you. Here are ten email sharing guidelines: 1 - Always copy the people up the supervision food chain on what you are doing. 2 - Think of who might be impacted and copy them. 3 - Just because you sent someone an email, do not assume it was read. 4 - Request a 'got it' reply if it's important that the info in the email you sent was received. 5 - If you have important info for someone, don't bury it in a long email. Send them a separate email. 6 - If you are copied, you don't have to jump into the conversation. 7 - Use 'reply all'. If the sender wants all these people to know what's going on, you should respect that. 8 - Don't reply all if you are talking to just one person. 9 - Keep business emails focused on business. 10 - Always be polite.

## **General Stuff to Know, Think and Do**

- We are a team! None of us is as smart as all of us. Good team members put aside personal agendas and work towards obtaining a common goal.
- We have systems in place and resources within our company -- use them. They can help you work smarter and not harder. You do not need to reinvent each project from scratch. If you do not find the resource you need, please ask.
- Be nice to the people you like, and stay away from those you don't. That includes clients. We think life is too short to work for people who are mean, rude or not willing to pay us fairly.
- This is a company that lives on the art we make, so whatever the task at hand, make art in everything you do. From the mundane to the wild stuff, recognize that the work you do is special and important to our projects and those of us who work with you.
- Our work is art, not science. While there are current styles and trends, we must respect the tastes and "likes" of other artists and our clients. It makes no sense to be snobby about art -- it is subjective and personal by nature. We can love something and still respect those who disagree or even love the art we don't.
- We love our work and we love to work. We tend to work really hard and often for really long periods of time. It is not the intention of the company to let your enthusiasm become abused, so if you ever feel abused, tell someone.
- If we do what is best for the project, it will be the best thing for the client, the company and you. We try to hire the best people and bring the best equipment for each aspect of each project. In doing so, all decisions are based on what will work best for the "show". While we care a lot about profitability, working with friends, and things that will "push or pull" our decision making, we always default to what is going to be best in the story or on the screen.
- Try to find the beauty in all tasks and the joy in all work.

## **Rights and Ownership**

We are a film and video production company, not a still photography company or talent agency; hence we follow the standard business practices of the video world – if RMP is paid to create something by the client, what we create is owned by the client. RMP is very open to and excited about the idea of partnering with our team members. But we are not interested in having a discussion after the fact. The key to rights, ownership and partnership opportunities is talking about them first. If you want to bring something you own to RMP and share it with us, please be very deliberate in notifying us prior to sharing with anyone on our team. Unless a deal has been worked out in advance, all aspects of the work done for RMP is owned by RMP.

### **We Are Paid Artists**

We are paid to come up with creative ways of telling stories and communicating ideas. Whether you are staff or freelance, the art you make or the creative ideas you come up with belong to the people who paid for it – our client or the company. We are a team who collaborates, artists who give willingly to projects and other artists for the benefit of the art, the project and the client.

### **Clients & Work**

RMP never steals clients and we expect the same from our employees and vendors. It is not uncommon for a client to want to save a little money by going direct. This is unfair to the people who did the work of creating a valuable connection. If a client's client asks RMP to bypass our client and work directly with them, we just let them know that established relationships are important to us and the three parties will work together to make sure their needs are covered fairly. If you are a freelancer working for RMP or Postal and a client asks you to work directly for them, you just let them know that relationships are important to you and that you will set up a meeting with the three of us to be sure their needs are met fairly.

## **You Are a Representative of RMP**

Whether you are dealing with clients, vendors or strangers on the street, as an employee or freelancer you are the face of RMP to that person. We are confident that just keeping this in mind will affect what you do and say. A few of the key traits we try to convey to all we meet include: style and cleanliness, politeness and kindness, being smart and thoughtful, empathetic and supportive. We will not tolerate bigotry based on origin, race, sex, age or sexual orientation. We will not tolerate harassment of any kind, bullying, stealing, lying or generally being mean or rude.

### **There is No Suggestion Box**

If you think RMP should be doing something we are not, if you think there is a better way to get things done or you have a great idea for the company – please speak up. Everyone at this company is committed to constant learning and improvement, so help out whenever you can. Not all good ideas deserve to be carried out, so if your suggestion is shot down, take pride in knowing that you, your effort and your voice

are still appreciated and valued. If your idea does become policy, thank you for helping RMP become a better place to work.

#### Be Fun

We think enjoying our work, our coworkers and life in general helps us make higher quality stuff. So be nice, laugh and try to see the good in all situations and all people. Our official policy is that the cup is half full and there will be no argument about it. This means we will not tolerate mean humor, teasing or bad taste -- unless it is some sort of self deprecating humor aimed at yourself.

#### Be Constructive

At RMP we attract strong people with strong opinions. That inevitably results in confrontation -- and that's OK. We think well-structured confrontation is a good thing. So, if you believe your idea or point-of-view is the best for what goes on the screen, then you need to advocate forcefully for your perspective. However, if the group, the client or a supervisor decides a different direction is what is best for what goes on the screen - the confrontation is over. We all just move on, no hard feelings. The final decision is now "our" decision and we all support it. Back to the fun.

#### Valuing All

We are all different and we bring different assets to the company or project. While we have titles and jobs, we support each other whenever we can. If a coworker is struggling or needs a hand, we help them. If someone does not understand, we offer to explain. We work hard to bring the best people to each project. We are a team – we watch out for each other and that results in a better workplace and better quality art.

### **Disclaimers**

THIS EMPLOYEE HANDBOOK DOES NOT CONSTITUTE A CONTRACT AND SHOULD NOT BE CONSTRUED AS A CONTRACT BY ANY EMPLOYEE, CONTRACTOR OR FREELANCER. THE COMPANY DOES NOT GUARANTEE EMPLOYMENT FOR ANY SPECIFIC DURATION, UNLESS OTHERWISE SPECIFICALLY STATED, AND ALL EMPLOYEES ARE EMPLOYED ON AN "AT WILL" BASIS.

THE COMPANY RESERVES THE RIGHT TO ALTER, AMEND OR MODIFY THESE POLICIES WITH OR WITHOUT PRIOR NOTICE, EXCEPT FOR THE POLICY OF AT WILL EMPLOYMENT. NO STATEMENT BY MANAGEMENT MAY BE INTERPRETED AS A CHANGE IN POLICY, NOR MAY IT CONSTITUTE AN AGREEMENT.

THESE PROVISIONS SUPERSEDE ALL EXISTING POLICIES AND PRACTICES AND MAY NOT BE AMENDED OR ADDED TO WITHOUT THE EXPRESS WRITTEN APPROVAL OF MANAGEMENT.

## **That's It**

Welcome to Randy Murray Productions or Postal. Do good work, be a good person and let's make this a better world one story at a time.