

# RIT | MAGIC Spell Studios

[Knowledgebase](#) > [School of Film & Animation Policies and Production Equipment Information](#) > [Arri Alexa Mini: Limited Access Equipment Training, Policies & Procedures](#)

## Arri Alexa Mini: Limited Access Equipment Training, Policies & Procedures

Amanda Hughes - 2025-07-28 - [School of Film & Animation Policies and Production Equipment Information](#)

## MAGIC Arri Alexa Mini: Access, Process & Policies

The Arri Alexa Mini is a professional cinema camera available to trained RIT students, faculty, and staff, along with MAGIC affiliated research and commercial projects. The Arri Alexa Mini Kit includes:

- Alexa Mini Body & EVF
- CFAST cards w/ card reader
- Gold Mount Batteries
- 15mm and 19mm build and accessories
- Matte box w/ filters

### Access Requirements

1. Students are trained on the Arri Alexa Mini in the Advanced Cinematography II Course and must pass the Arri Alexa Mini exam. After the exam, the course instructor will provide an approved access list which is managed and maintained by Amanda Hughes.
2. Students may access the Arri Alexa Mini if they are trained MAGIC staff, student employees, or for approved MAGIC affiliated research.

### Equipment Checkout & Reservations

1. Reservations for the Arri Alexa Mini must be made with a MAGIC PA during normal business hours . You can find a MAGIC PA on the Sound Stage for assistance.
2. Only students on the approved access list will be allowed to check out or reserve the Arri Alexa Mini.
3. All MAGIC equipment reservation policies apply to the Arri Alexa Mini. This includes 24 hour checkout, financial responsibility, and docking if gear is late or rules are neglected. MAGIC's full equipment reservation policies can be found [here](#).

## Equipment Rules & Etiquette

1. Users must be on the trained student access list.
2. Students must return the kit as a whole. Students may not hold onto media cards for offloading content. Media that is not returned with the kit will be marked as missing and the student will assume financial responsibility for replacement.
3. All media is formatted as part of our inspection process.
4. Do not unscrew or disassemble parts that you do not know how to put back together.
5. Please understand insurance implications for checking out the Arri Alexa Mini. SOFA recommended [Gallagher College Student Insurance](#) may not cover all damage to the Arri Alexa Mini Kit. We recommend supplemental insurance through [Film Emporium](#).
6. Please report any damage, issues, or concerns to the PA when returning your equipment.

## Getting Help

The MAGIC Staff is here to support you and move your projects forward. If you find you need technical support, production support, or facilities support, please submit a helpdesk ticket here or scan the QR codes throughout the building: [helpdesk.magic.rit.edu](https://helpdesk.magic.rit.edu)

Submitting a helpdesk ticket is the best way to get fast and efficient support! These tickets are directly received by Amanda Hughes, Andrew Sevigny, MAGIC Tech and the MAGIC PAs. Help tickets allow us to work together in solving problems and keep track of recurring issues.

### Question

Do you have questions about MAGIC facilities, policies, and procedures? Feel free to reach out directly to Amanda Hughes at [arkpph@rit.edu](mailto:arkpph@rit.edu). We appreciate your feedback and are happy to address your questions or concerns!