



**Duke Ellington School of the Arts**  
**SY26-27 Audition Procedures – Technical Design and Production (TDP)**

**GUIDELINES**

**All students must complete an audition in person.**

All auditions are closed to parents/guardians, family members, or peers. If you leave for non-emergencies during your audition, you may be disqualified from completing the admissions process.

If you have any questions, conflicts and/or health concerns, please contact the Admissions Office at [admissions@ellingtonarts.org](mailto:admissions@ellingtonarts.org) for further assistance.

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**What We Are Looking For**

We are seeking talented students for our pre-professional training in Lighting, Costumes, Scenic, Audio, and Management. We desire:

1. Creative thinkers, problem-solvers, and curious minds
2. Strong team players who collaborate effectively
3. Individuals who follow directions, welcome feedback, and demonstrate self-control
4. Hard workers with a proactive attitude and a willingness to learn

If you are passionate about design and production, ready to grow through hands-on experience, and committed to excellence, we'd love to hear from you.

**What to Upload/How to Prepare**

As one of the nation's premier college preparatory arts institutions, we recruit the best and maintain a high standard of achievement for our young artists in training. The dual academic and arts programming is demanding, immersive and rewarding! All auditioners interested in TDP MUST complete the interview and if selected MUST participate in the Audition Callback "Boot Camp".

In addition to the My School DC lottery application deadline, there are additional materials described below that must be submitted via Microsoft forms by the My School DC deadline. All additional materials must be submitted by this deadline so that our staff will have adequate time to review them in advance.

**Please complete the Microsoft Form:** <https://forms.office.com/r/DsEcCKcBUD?origin=lprLink>

1. Written Statement: A typed paragraph defining what Technical Design, Show Production, or Arts Management means to you AND what your contribution to the TDP department and Duke



Ellington School of the Arts would be.

2. A resume (optional – only if you have the experience) of any experience you have in design, production, management (i.e., set design/construction, lighting, sound design or production, video production, costume design/construction, stage or production management, woodwork, or crafts.
3. Digital Portfolio (*preferred method*)
  - a. Types of digital portfolios: PowerPoint, Keynote, Adobe Express, Canva, personal website, PDF – upload images or other media of YOUR designs, artwork, models, etc.
  - b. Audio samples of YOUR music, soundscapes, or podcasts recorded, mixed or produced. Submit as .wav @ CD quality (44.1k, 16 bit) or .mp3 @ 128k or higher.

### **Notes**

1. For your My School DC lottery application online essay, please be sure to include your interest in any aspect of TDP. For example: lights, costume, sound, set, and management. Also, please explain what you plan to do with the training you will receive from the TDP Department.
2. If possible, it is highly suggested to please include an “Art/Other” recommendation as one (1) of your three (3) in the MSDC application. This could be a letter from a Director, Production Manager, Stage Manager, or Designer from a production that you worked on – who can speak to your experience. (Note: Your application will NOT be penalized if you cannot provide this additional letter.)

### **Written Materials Submission Details**

All written materials are completed by the student and must be typed in 12-point Times New Roman font. Materials must be submitted via Microsoft Forms:

<https://forms.office.com/r/DsEcCKcBUD?origin=lpLink>

Auditioners are highly encouraged to submit by the My School DC Lottery deadline. If you have questions or need help, contact [admissions@ellingtonarts.org](mailto:admissions@ellingtonarts.org).

1. One (1) Headshot (smile or no smile --no additional facial expressions) is required to be attached – if you have concerns about providing this contact [admissions@ellingtonarts.org](mailto:admissions@ellingtonarts.org).
2. Upload your three materials (written statement, resume, digital portfolio).

### **About the Audition Interview**

For the interview, you will meet with the TDP Chair and Faculty and take a “Production & Design Assessment” that will give us an idea of your level of knowledge in technical design and production. You must also prepare to have the following to present during your audition interview:

- Present an original portfolio/artifact of your work that highlights your production or design interests and skills. Auditioners are expected to present their professional portfolio. We prefer this to be uploaded into the MSDC lottery application and recommend that auditioners do their best to capture and provide clear images. You must also have your portfolio with you during your audition.



Examples of work the portfolio might contain are:	Items from a production you have worked on, including: (but not limited to the items listed below)	
<p>Drawings or paintings from art classes (not necessarily related to technical design)</p> <p>Drawings or paintings from arts classes (not necessarily related to technical design)</p> <p>Three-dimensional work, models, sculpture, collages, designs</p> <p>Sketchbooks</p> <p>Visual examples showing your training, graphic abilities, and artistic vision</p> <p>Three-dimensional work, models, sculpture, collages, designs Sketchbooks, garments, other hand or machine sewn artifacts,</p> <p>Visual examples showing your training, graphic</p>	<p>Photographs or playbills from the production with your name and position.</p> <p>Run sheets, order of services (church), playbooks.</p> <p>Production drafting, scenic, costume or lighting examples, (plots), renderings and sketches, sound/video recording samples. Other examples of previous experiences are welcomed.</p> <p>Sketchbooks, and preliminary sketches (so we can get a sense of your process).</p> <p>Prompt books (including the following): Rehearsal/Performance Reports, Cue Sheets, Blocking notations. Audio samples of music, soundscapes, or podcasts recorded, mixed or produced. Submitted as .wav @ CD quality (44.1k, 16 bit) or .mp3 @ 128k or higher</p>	<p>Sketchbooks, and preliminary sketches (so we can get a sense of your process).</p> <p>Prompt books (including the following): Rehearsal/Performance Reports, Cue Sheets, Blocking notations.</p> <p>Audio samples of music, soundscapes, or podcasts recorded, mixed or produced. Submitted as .wav @ CD quality (44.1k, 16 bit) or .mp3 @ 128k or higher</p>



abilities, and artistic  
vision

### **The Audition Interview**

The interview for the TDP department is done in two phases:

1. Interview with TDP instructors: Participate in the audition interview with staff, bringing portfolio, paperwork and/or audio samples with them and having submitted the other required materials in advance.

Selected auditioners who have a successful interview then be invited to the...

2. Callback (Boot Camp): will be invited to participate in a Callback (boot camp). This is a very physically active and hands-on department. Auditioners will be expected to lift heavy equipment.
  - a. Due to the inherent dangers of personal injury, auditioner should be able to engage in physical activity. Lack of physical ability to not do so could result in physical injury or dismemberment. If you are interested in TDP, but have questions about physical confinements or restraints, please contact [admissions@ellingtonarts.org](mailto:admissions@ellingtonarts.org) with any questions or concerns.

### **Have a Successful Interview**

1. Arrive early. "On time" is considered late! Punctuality is essential in the entertainment industry..



2. Be prepared to be photographed even if you sent one in already.
3. Pay attention and stay focused during your interview and on your lab session days.
4. During your interview, feel free to take notes. Be prepared to discuss why you are interested in TDP.
5. Accept direction well.
6. Be a team player.
7. Keep eye contact.
8. Do your research and understand what it means to work in production, be a designer, or an arts manager (study the career resource videos below):
  - Scenic Design <https://www.youtube.com/watch?v=tXYX5YXjYaA>
  - Special Effects <https://www.youtube.com/watch?v=MtRu-o87X6k>
  - Prop Masters <https://www.youtube.com/watch?v=xWMtFtzRC0>
  - Costume Design <https://www.youtube.com/watch?v=-xZglYQSJ3Q&t=13s>
  - Lighting Design <https://www.youtube.com/watch?v=wqMYsjHU5rU>
  - Projection Design [https://www.youtube.com/watch?v=Y3n6q\\_ZyfJg](https://www.youtube.com/watch?v=Y3n6q_ZyfJg)
  - Stage Manager [https://www.youtube.com/watch?v=IxaXb\\_16cSY](https://www.youtube.com/watch?v=IxaXb_16cSY)
  - Sound Mixing <https://www.youtube.com/watch?v=60OpF3DCVls>
  - Sound Design [https://www.youtube.com/watch?v=y3L\\_3Khki1U](https://www.youtube.com/watch?v=y3L_3Khki1U)

Please note 504 and IEP accommodation is available. Please contact [admissions@ellingtonarts.org](mailto:admissions@ellingtonarts.org) with any requests, questions or concerns.