Duke Ellington School of the Arts
SY27-28 Audition Procedures – Technical Design and Production (TDP)

GUIDELINES

All students must complete a portfolio. All portfolio materials must be submitted by the February 1st deadline. Students will be required to 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 for further assistance.

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 programing 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, a portfolio is required. All portfolio materials must be submitted by the February 1st deadline, so that our staff will have adequate time to review them in advance.

Please complete the Microsoft Form: https://forms.cloud.microsoft/r/DNxREa1iDF

1. Written Statement: A typed paragraph explaining why you are interested in Technical Design and Production or Arts Management, including your interest in specific aspect of technical design and production (example: lights, costume, sound, set, stage management, etc.), and what you plan to do with the training you receive from Ellington's Technical Design and Production department.
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.cloud.microsoft/r/DNxREa1iDF Auditioners are highly encouraged to submit by the My School DC Lottery deadline. If you have questions or need help, contact 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.
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)**	
Drawings or paintings from art classes (not necessarily related to technical design) Drawings or paintings from arts classes (not necessarily related to technical design) Three-dimensional work, models, sculpture, collages, designs Sketchbooks Visual examples showing your training, graphic abilities, and artistic vision Three-dimensional work, models, sculpture, collages, designs Sketchbooks, garments, other hand or machine sewn artifacts,	Photographs or playbills from the production with your name and position. Run sheets, order of services (church), playbooks. Production drafting, scenic, costume or lighting examples, (plots), renderings and sketches, sound/video recording samples. Other examples of previous experiences are welcomed. Sketchbooks, and preliminary sketches (so we can get a sense of your process). 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	Sketchbooks, and preliminary sketches (so we can get a sense of your process). 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

Visual examples showing your training, graphic 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 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
   Stage Manager 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

Please note 504 and IEP accommodation is available. Please contact admissions@ellingtonarts.org with any requests, questions or concerns.