



Duke Ellington School of the Arts
SY25-26 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 for further assistance.

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What We Are Looking For

Students come to Ellington for pre-professional training and the opportunity of learning how to express themselves in their artistic discipline, through a challenging and rigorous curriculum that lays a strong foundation, expanding their knowledge in the classroom and reinforcing it through a hands-on experience.

If you are a creative thinker, self-starter, willing to work hard, problem-solve and a dedicated team player who can follow your instructions, then the Technical Design and Production (TDP) Department may be right for you!

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 students interested in TDP MUST complete the interview and if selected MUST participate in the Audition Callback Lab Sessions and “Boot Camp”.

What to Upload/How to Prepare

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/u9DeNgPKyK>

1. Written Statement: A typed paragraph defining what Technical Design, Show Production, or Arts Management means to you AND what your contribution to the department and Ellington 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 stage management. Also, please explain what you plan to do with the training you will receive from Ellington's TDP Department.
2. If possible, it is highly suggested to please include an “Art/Other” recommendation as one of your three 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/u9DeNgPKyK>
Applicants are highly encouraged to submit by the My School DC Lottery deadline. If you have questions or need help, contact admissions@ellingtonarts.org.

1. 1 Headshot (smile, 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 Staff 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. Applicants are expected to present their professional portfolio. We prefer this is uploaded into the MSDC Lottery Application and recommend that applicants do their best to capture and provide clear images. You must also have your portfolio with you during your audition.

Source: Williams, A.G., & Hall, K. J. (2001). Creating your career portfolio: At a glance guide for students. (2nd ed.). New Jersey: Prentice-Hall Inc.



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



abilities, and artistic vision		
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The Audition Interview

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

1. 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.

Students who have a successful interview then...

2. Selected students will be invited to participate in a Callback (boot camp). This is a very physically active and hands-on department. Students will be expected to lift heavy equipment.
3. Due to the inherent dangers of personal injury, students 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 arts world.
2. Be prepared to be photographed even if you sent one in already.
3. Pay attention and stay focused in your interview and on your lab session days.



4. During your interview, feel free to take notes – this will help you be prepared for your lab sessions and shows us that you are serious.
5. Be prepared to discuss why you are interested in TDP.
6. Accept direction well.
7. Be a team player.
8. Keep eye contact.
9. 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=-xZgIYQsJ3Q&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=lxaXb_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.