

Digital Media Portfolio & Interview Materials Suggestions p. 1

First of all, thank you for your interest in digital media and presenting your work in the USITT Digital Media Portfolio Review Sessions. In these portfolio review sessions, students and professionals benefit from having industry professionals offer feedback on their portfolio materials. This document is to help guide you not only for your PRIMP session at conference, but for any job interview.

Overview

Each review session consists of a 30-minute period of time for you and two experienced professionals to discuss your portfolio, giving their advice on format and content. We will make every attempt to match you with reviewers who can best provide you with the most appropriate feedback. Review slots fill up quickly, so sign up as soon as times are posted.

Assembling Your Portfolio

Digital Media Design is a multifaceted field with a number of different areas in which to carve out your own niche. The structure of your portfolio and presentation is up to you, and will likely vary based on your individual area of interest. For the purposes of this portfolio review, since you are limited to a 30-minute timeslot, you should try to focus on one completed production or one specific aspect of your work. While you can certainly include other elements of your body of work, it is most useful for us to see the process and documentation of one design (if you are a designer) or of your skillset (in the case of those interested in areas such as programming, content creation, etc.).

When including your work as an assistant or associate designer, be sure to indicate what the scope of the work on the project was - content creation, previsualization, programming, draftsman, etc. - and indicate the designer. All components of the portfolio should be labeled consistently with a minimum of name of show and producing company. All technical drawings should conform to good practice conventions of theatrical drafting (title blocks, consistent line weight, standard sizes, etc.).

Some aspects you should consider including in your portfolio:

Preproduction:

- Concept statement (one paragraph)
- Visual Research
- Concept sketches / mockups
- Preliminary paperwork

Draftings:

- Projection plan AND elevation – showing physical placement of projection equipment and their integration with other elements. Should also include a representation of beam spread.
- Projection diagram – visual schematic indicating system flow and all components of the projection system

Production documents:

- Storyboards
- Cue sheets

Production documentation:

- Photographic / Video examples of content created for a production
- Show photos that indicate how the projection design integrated with other design elements

Your presentation

Your portfolio review process will be limited to a 30-minute timeframe, during which time you will need to set up your portfolio, engage in the review process, and strike. Think ahead for what method will be the most successful for you in this setting. The review process can take on any format that you prefer. Since time is short, you are encouraged to talk openly to the reviewers and walk them through the elements you wish to focus on and that you would like to get feedback on. Remember to leave time for questions and feedback. A few thoughts to keep in mind as you prepare:

- If reviewing in person, assume that there will not be internet connection available to you for your presentation. As such, all digital content needs to be locally available on your device without accessing cloud storage.
- Conversely, if reviewing online, ensure you are in a quiet, private place with a solid internet connection and power, and that you have everything prepped and tested before your time slot begins.
- Print multiple copies of your résumé or CV (bring several copies so reviewers can write directly on them). Take notes!
- Prepare some basic notes and do a practice run of presenting your portfolio to others. This helps you be relaxed and focused on your work, rather than nervous about doing it for the first time. Keep a list of any particular questions you want answered.
- Double check all of your work for spelling, typos, alignment, etc. Anything you present will be viewed as an extension of your attention to details and design aesthetic.
- Make sure that any photos you use are the best possible quality and of the appropriate resolution. Avoid pixelated images that have been overly enlarged. Likewise, make sure your text is readable at 4'. Your reviewers will thank you!
- Feel free to bring in business cards to share with reviewers, as well. This can be an excellent opportunity to expand your academic or professional network.