

Thank you for your interest in the USITT Technical Production Portfolio Reviews & Interview Materials Prep Sessions!

This document outlines how you might think about your portfolio for the upcoming conference or for any job interview. The Technical Production Commission includes Technical Directors, Shop Managers, Facilities Managers, Crafts Persons, Stage Hands, and Technicians.

OVERVIEW

Regarding the conference opportunity, each review session consists of a 30-minute period of time for you and two experienced professionals to discuss your portfolio. We make every attempt to match you up with reviewers who can provide you with the most appropriate feedback.

BUILDING YOUR PORTFOLIO

The structure of your portfolio is entirely up to you and the nature of the work you are presenting. For instance, while the overall character of a portfolio of a technical director may be different than that of a facilities manager, much of the basic paperwork, budgeting, and organizational skills involved in both jobs can be similar. While the technical skills specific to theater crafts is different in the disciplines – and thus the portfolio content will be different – the need for process, photos, and descriptions is important.

For the purposes of this portfolio review, you may want limit what you present to focus on one complete and realized production (from page to stage) or one particular aspect of your work. Including a complete body of work from one realized production allows the reviewers to consider the completeness and thoroughness of work and gain more insight into your individual process. Portions of additional production documentation can be included in the portfolio, but one single complete production should always be included. You may wish to include multiple productions to show the breadth of your training and experience. The portfolios do not need to include all of the components of each show, but should still at minimum include one complete set of documentation for one production. When including your work as an assistant on a project of any kind, be sure to indicate the scope of the work you executed - 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 (if applicable) should conform to good practice conventions of theatrical drafting, as described by USITT standards.

Some elements of your work that you may want to include in your presentation are:

- Production related communications
 - This information is included to help assess your ability to process and respond to requests, and to work within the production process.
- Paperwork & Budgets
 - The inclusion of this material provides a glimpse into the work process, and can be used to assess the progress from the early stages of a production to the completion of the project.
- Drafting/Drawing/Sketches

These drawings are included to show your level of communication with or within a shop, as well as how you develop/engineer and execute a plan

- Production Documentation Pictures (construction, installation, and/or production photos)
 - The inclusion of these elements is to provide a reference for the scale of a production. They can also be used to judge your specific components illustrated in the above areas and their relationship to the rest of the production or design elements.
- Other Topics
 - You may choose to include additional components as applicable to a particular production or process.
- Please Omit
 - Letters of reference
 - Press Clippings
 - Photos of you doing the work (cutting welding, foam carving, etc. In other words we want to see the work, not you doing the work)

THE PRESENTATION

At the presentation table, there will not be access to electricity. If you are showing anything on screen, please bring your device fully charged. The review can take *any* focus you wish; you are encouraged to engage with your reviewers and direct them towards the parts of your portfolio that you'd particularly like feedback on. This is also a great opportunity for you to ask questions and seek out advice from a seasoned professional! Here are a few things to keep in mind as you're preparing your presentation:

- If you bring paper copies of drafting and photographs, be sure that the documents are printed at a size and resolution that is useful to the discussion. Don't let your text get too small!
- Think about what your goals are for your review session in advance and try to tailor your focus towards those questions.
- It is unlikely that your whole portfolio will be reviewable in the 45 minute slot, so please make sure you think about how you'd like to focus the conversation.
- Don't plan on having internet access in the presentation room, either at conference or a job interview. Make sure your media content is saved locally on your computer. No Google Docs, YouTube, Vimeo, websites, etc.
- Be sure to bring business cards and/or resumes with you to share with your reviewers. If you want feedback on these, please allow time within your slot. This review is also an opportunity for you to expand your professional network!

You may sign up online for a portfolio review, via a link in the USITT conference schedule. If you have any questions, please contact the coordinator listed there for your particular commission.