

Portfolio Preparation

Requirements: Each student will complete a digital and standard portfolio. You will have the entire semester to work on this project. Do not wait until the last couple weeks. You will fail.

What should be incorporated into your portfolio?

1. Resume
2. Design & technical work
 - a. Show Photos
 - i. 5x7 or 8x10.
 - ii. 4-6 photos.
 - iii. Clear labels including designers, director, Act and scene.
 - b. Ground plan, light plot, section, elevations.
 - c. Any relevant paperwork.
 - d. Sketches, preliminary research.
3. Process photos
 - a. At this point, you should have photos demonstrating your involvement working on multiple productions.
 - b. Include photos with descriptions detailing what projects you were part of and what you were responsible for.
 - i. 4x6 or 5x7.
 - ii. 4-6 photos.
 - iii. Clear labels with detailed descriptions of your job title and what you were responsible for.
4. Class projects
 - a. Drawings, sketches and research of any class projects. Include detailed description of your project.
 - b. Photographs of your project work. Some projects are large and cannot be incorporated into your portfolio. Photographs are a great way to document your work.
5. Outside projects
 - a. Art work, paintings, photography, construction projects, make-up projects, costume work.
 - b. Place at the end of portfolio and label clearly. Potential employers/ schools love to see what your interests and skill are. We are all artists and including outside work demonstrates your ability to be a well rounded individual.

What Materials will you need?

You will need roughly \$350.00-\$400.00 dollars over the course of the semester to purchase everything for your portfolio. DO NOT wait until the last minute to purchase everything. The following is a rough list and should give you an idea of where to start.

1. Hard portfolio

a. Choose either an 18"x24" or 17"x22" portfolio case.

i. Make sure you find a portfolio that has removable sleeves. This will allow you to add-on when you do more shows.

ii. Buy more than you need.

iii. Local places to purchase include

1. A.C. Moore.

2. Michaels.

iv. Online is a great place to purchase your portfolio. Buy your portfolio early!!! Make sure you have enough sleeves. The higher priced portfolios are much higher quality.

1. Amazon. 18"x24". \$81.15.

https://www.amazon.com/Embossed-Vinyl-Presentation-Case-18/dp/B0007XKHM0/ref=sr_1_3?ie=UTF8&qid=1472137179&sr=8-3&keywords=18x24+portfolio+case

2. Portfolio and Art Cases. 17"x22". \$107.00.

<http://www.portfolios-and-art-cases.com/17-x-22.html>

3. Adorama. 18"x24". \$88.27.

<http://www.adorama.com/fsrb1824.html>

b. Resume Paper

i. Make sure you purchase paper that does not have a crazy pattern. Simple and clean is better.

ii. This paper is available at Staples or Office Depot. 100 sheets will cost roughly \$16.00.

iii. http://www.staples.com/Southworth-Exceptional-Resume-Paper-24-lb-8-1-2-inch-x-11/product_1682229?cid=PS:GooglePLAs:1682229&ci_src=17588969&ci_sku=1682229&KPID=1682229&gclid=CNbN08X_pccCFZcYHwodA-oDEw&kpid=1682229

c. High quality color copies

i. Depending what route you decide upon, you will need to make either full size or smaller color copies. Make sure you allow enough time to make this happen.

- ii. If you are going to print directly from your digital portfolio, you will need to make either 17"x22" or 18"x24" prints to fit into your sleeves. This is an expensive route; however, the end result is very professional. Expect to pay anywhere from \$10.00 to \$25.00 a sheet.
- iii. If you plan on arranging smaller photos in your portfolio, you will need to make 5"x7" or 8"x10" copies. You will also need to make custom labels for each photo and include project descriptions.
- iv. Research places to make copies in advance. How much time do they need to complete your project? Below are a few places to check out.
 - 1. Staples
 - 2. Office Depot
 - 3. Copy Print

2. Digital Portfolio

- a. A digital portfolio is a fantastic way to share your work with potential employers and colleges that are far away. Make sure you choose a format that is easily shared. I recommend starting with PowerPoint and converting to a PDF. File. Adobe Photoshop and Illustrator are also excellent programs.
- b. Some of you may want to consider a website as well. There are plenty of low cost and free sites that can host your work. Here are a few examples.
 - i. Jimbo. <http://www.jimdo.com/templates/#copenhagen>
 - ii. Google Sites. <https://sites.google.com>
 - iii. Weebly. <http://www.weebly.com/#>
- c. Work on your digital portfolio first. Begin by collecting all necessary production photos. Do not wait until the last minute. Your faculty are very busy and need plenty of time to help you. Select the best photos to represent your work. If you need help....ASK!
- d. Scan or photograph any work that you want to include in your portfolio. Make sure to include art work, costume construction projects, scenery projects, mask work.
- e. Use the examples in class to help you start the layout process. Make sure you ask for help!! Check for typos!!!!
- f. Create labels for all of your work. Make sure you clearly identify your job/title for each production/photo.

Industry night

- 1. At the end of the semester, each of you will display and present your portfolio.
- 2. You will be interviewed one at a time by the faculty as a group.
- 3. You should dress and present yourself as a professional.
- 4. We will be critiquing your resume and hard portfolio. Be prepared to discuss and defend your work.
- 5. Failure to participate will result in a failing grade.