



APPLICATION REQUIREMENTS & PROCEDURES

ADMISSION REQUIREMENTS

- Experience and/or educational background relating to the discipline of design for the narrative arts (film, Theater, digital media, architecture) including
 - Research skills: styles, periods, materials
 - Script interpretation and breakdowns
 - Design document organization, duplication and distribution
 - Communication skills
- An online portfolio (submission) materials demonstrating an ability to convey your ideas through the following visual means:
 - sketches and/or digital illustrations
 - basic spatial (white) models
 - scaled floorplans and elevations
 - graphic design
 - visual research and reference
- The ability to commit full-time to the program
- Must be 21 years of age or older
- Must be legal to work with any U.S. employer

In addition to completing the online application questions and providing the necessary visual and reference materials, you will be required to submit:

1. A NARRATIVE STATEMENT – (typed, double spaced, 500 words maximum, listing your name at the top of the page, saved as a PDF) to include the following elements.

- A two-to- three paragraph autobiographical sketch giving a sense of the applicant's background and Prior training
 - Applicant's understanding of the profession of design for the moving image and themed design industries
- Please label your PDF: Last Name_First Name_

2. RESUME – Your resume should detail your professional work and education to date (save as PDF). The title of Production Designer or Art Director should not be included in the header of the resume.

Please label your PDF: Last Name_First Name_

3 .LETTERS OF RECOMMENDATION – Letters (two maximum) must be collected by the applicant (save as PDF)

Please Label your PDF: Last Name_First Name_

- Recommendation must be signed by recommender
- Include the recommender's contact information (e-mail address & phone number)
- Applicants re-applying are required to submit one letter of recommendation from a new recommender

4. SUPPORTING VISUAL PORTFOLIO MATERIALS OR CV OF PROFESSIONAL WORK EXPERIENCE WITH IMAGES – Submit samples of work that reflect the applicant's design creativity, drafting and modelmaking skills, perspective and life-drawing ability, set or prop construction experience and computer knowledge(CAD,

Vectorworks, Photoshop, Sketchup). Applicants can select to present samples in various stages of development or as a finished work. Submission content must be made in the form of a PDF contact page output file @ 72dpi. Please limit content to a maximum of 20 individual (single or composite) page images. Please label your PDF: Last Name_First Name_.

5. PERSONAL WEBSITE LINK (optional) – A link to the applicant's personal design website is welcomed by optional.

6. MEDIA TRAILERS (optional) – Vimeo or You Tube link up to three separate 60-second trailers may be included.

7. APPLICATION FEE-There is a fee of \$50.00(US) required for application processing and staff administration.

APPLICATION DEADLINE

Completed applications must be uploaded no later than the listed deadline. Applications will not be accepted after this date. Notification will be sent out mid to late May, informing applicants whether they will be invited to participate in the final round of interviews.

REVIEW PROCESS AND NOTIFICATION

Applicants will be notified of their status via e-mail. The chosen applicants will be invited into the final round for Initiative consideration to be held in June, at the offices of the Art Directors Guild in Los Angeles, California, or via zoom. Of the finalists, the participants will be chosen for the Production Design Initiative. Should you not be included, you may re-submit your materials in next year's application period. The Review committee does not provide individual critiques of any applicant's work. The decisions of the Committee are final and not subject to appeal. Individuals who are denied admission to the program are not entitled to any materials relating to the denied application. As the review process is extensive, please do not contact the ADG offices regarding status. If an application is reviewed positively, the applicant will be contacted for a requisite personal interview. If reviewers have any questions regarding application or materials submitted, the applicant will be contacted.