

THE URTAS

Acting
Directing
Design &
Technology
Stage Management
Arts Leadership

URTA AUDITIONS & INTERVIEWS: GRADUATE SCHOOL CANDIDATE HANDBOOK

2022-2023



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University Resident Theatre Association
1560 Broadway, Suite 1103, New York, NY 10036
212-221-1130
URTA.com ▪ theurtas@urta.com
#theURTAs



GENERAL INFORMATION

We're delighted that you're taking part in the URTA Auditions & Interviews! The "URTAs" have been helping prospective students find placements in top MFA theatre programs for more than fifty years, and are the most accessible, cost-effective way for theatre artists to pursue graduate training. This year, we're planning a hybrid event, with both in-person and live-virtual registration options for most disciplines. Please be sure to review the pertinent information based on the event-type you select during registration. At the URTAs, you have access to dozens of professional training programs in numerous disciplines. The programs vary widely in vision, approach, and curriculum. If you haven't already begun researching programs, our [Membership Directory](#) and [Guest Catalog](#) are great places to start. Be sure to contact schools directly for the most current information on their various programs and recruiting cycles. Not all schools accept a class in all disciplines every year, please refer to the Attendees list on the [URTA website](#) for the latest list of schools registered to recruit in each discipline and event location/city. This list will be updated as schools register throughout the fall, so check back often.

Registration for the URTAs is through "Acceptd"; a platform that allows you to easily upload files that can be reviewed by the recruiting schools. We highly encourage you to provide as much material as possible—design portfolios, acting auditions, websites, etc.—through Acceptd as many recruiters review these materials in advance of the URTAs with their colleagues. For some disciplines, your Acceptd materials are the ONLY information recruiters use to make their interview requests (please review discipline-specific sections of this handbook for more details). More information on Acceptd, and access to the URTA application can be found at: <https://app.getacceptd.com/urta>.

Once you've been scheduled for the URTAs, you will receive a message through Acceptd letting you know the date and time of your audition/interview/portfolio display. Your day will be very busy! It begins with a mandatory orientation, followed by your audition or presentation later in the day and finally, callback interviews take place in the later afternoon and could run into the evening. We recommend that you keep that entire day clear of commitments to avoid any scheduling conflicts. If you are an actor who has added the Guest (non-member) Auditions to your registration, and/or you have applied in more than one discipline (for instance, Acting and Design), you will be scheduled on multiple days. Please be sure to read your Acceptd messages carefully so you are properly prepared.

UPLOADING DOCUMENTS

When completing your registration, you will be asked to upload documents such as your resume, headshot, and portfolio materials. Follow the simple directions in Acceptd to upload your files. For candidates in Acting and Design, uploads will be asked for in the second stage of the Acceptd application. This allows you more time to prepare your materials, but please pay attention to the instructions within Acceptd, as you will not be scheduled until all required uploads are submitted.

There is also a place on your registration to list a website where recruiters may view additional materials such as production photos, videos, etc. Again, we strongly encourage all candidates to provide a way to access examples of their work online, whether through a website, or digital platform such as Instagram, Pinterest, etc., or by uploading 'additional media files' directly within your Acceptd application.

COMMUNICATIONS

Staying connected with URTA in advance of the event is vital, as URTA shares important event details, updates, and schedules with participants in advance. URTA communicates with candidates through Acceptd messages, via email at the email address included in your application, and via the URTA event app. Please be sure to log into Acceptd regularly to check your Acceptd messages and add theurtas@urta.com to your email contacts so that you don't miss important information from us!

Participants will be invited to download the URTA event app when it is launched in mid-December. The app will be the main resource for event schedules, workshops, and important information during the event, it also provides participants the opportunity to network and connect with one another.

WORKSHOPS AND SEMINARS

As part of URTA's Continuing Education program, a series of workshops and seminars are available to candidates at the URTAs. Led by industry professionals, faculty, and URTA staff, there are sessions covering all areas of theatre. Some are hands-on, active workshops, while others are discussion oriented. You can indicate interest in attending workshops and seminars through Acceptd when filling out your URTA registration. Information on specific workshops and seminars will be available as they are confirmed. This information will be included in the URTA event app, Whova, as well as on the URTA website.

VIRTUAL EVENT TECHNOLOGY

Participants who register to participate in the live-virtual URTA Auditions & Interviews will need to have access to a stable internet connection and a device with video/audio capabilities on the day(s) they are scheduled for auditions. In addition, participants will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom, Acceptd (application system), and Whova (event app) – more information will be provided to applicants on where/how to access and make use of these technologies for the event. The extent of these technology needs will be dependent on the participant's selected application area. Those with questions or concerns should reach out to URTA at theurtas@urta.com.

APPLICATION DEADLINES

In 2023, all applications are due on Acceptd by January 2, 2023 at 11:59 pm (Eastern). We are unable to accept late applications. Candidates are encouraged to register early for to ensure their place at the URTAs, increase their exposure to schools, and receive early-bird pricing (before Nov. 28). Review the [URTA website](#) and the URTA applications on [Acceptd](#) for more details.

Walk-in/day-of registrations may only be accepted at the in-person Acting and Design/Tech events, pending availability (space is extremely limited). Candidates are strongly encouraged to register in advance on [Acceptd](#), prior to the Jan. 2 application deadline, to guarantee their space. There will be NO walk-in/day-of registrations accepted at virtual or hybrid URTA events.

EVENT POLICIES

All participants in the URTAs agree to follow the URTA Code of Conduct, the Offer/Acceptance Policy, and the Participant Agreement. These event policies are included in this Handbook, please be sure to review all policies closely.

We wish you the very best in this process and look forward to seeing you at the 2023 URTAs.
Break a leg!

CANDIDATE AWARDS

URTA Candidate Awards provide free registration for the URTA Auditions and Interviews, including free admission to continuing education sessions and other programming. Full details on URTA's Candidate Awards can be found online at <https://urta.com/awards/>. For the 2023 URTAs, the Candidate Award is offered in several ways:

SOUND DESIGN

Recognizing the important growth in the field of sound design and the goal of introducing graduate study to students with backgrounds outside traditional theater, URTA offers a Candidate Award to all candidates in Sound Design.

ARTS LEADERSHIP

URTA is committed to increasing diversity among leadership in the American theater. To support those seeking training in areas including arts administration, theatre management, producing and arts entrepreneurship, URTA offers a Candidate Award to all candidates in Arts Leadership.

KENNEDY CENTER – AMERICAN COLLEGE THEATER FESTIVAL

For 50 years, the Kennedy Center American College Theater Festival has served as a catalyst in improving the quality of college theater in the United States. KC-ACTF is a natural partner with URTA and to underscore our overlapping missions, URTA provides Candidate Awards to the following qualified national KC-ACTF participants from the past two years:

- National Finalists for the Irene Ryan Acting Scholarship
- SDC Directing Initiative fellows
- Finalists for the National Award for Design Excellence (Scenic, Costume, Lighting, Sound)
- KCACTF National Stage Management Fellows

PAY-IT-FORWARD CANDIDATE AWARDS

Each year, candidates for the URTA Auditions and Interviews may opt to donate as little as \$1 to the Pay-it-Forward fund, which supports awards to candidates based on personal hardship and other considerations.

Candidates wishing to apply for a Pay-It-Forward award for the current URTA registration cycle should review the application requirements on our website at urta.com/awards. A limited number of awards are open to eligible candidates who demonstrate need for a registration fee waiver. Candidates should first fully complete their URTA application up to the point of payment, then stop and save. Then, complete the award application form on our website, in which they will submit a short personal essay outlining their need for the support, and why they are seeking a graduate degree at this time, as well as provide a letter of recommendation from a colleague, mentor, employer, or teacher, speaking to the candidate's need and deservedness of the award. These materials must be submitted via the online submission form by October 30, 2022. Award recipients will be notified by November 7, 2022. Recipients will then have three days to redeem their award and submit their URTA application on Accepted. Those that do not complete their registration in that time will forfeit their award, which will be awarded to an alternate recipient. Applications received after the deadlines above will be considered on a rolling basis as funding permits. For best consideration, candidates should apply by October 30.

URTA EXCELLENCE AWARDS IN UNDERGRADUATE TRAINING

Established to recognize undergraduate instructors, coaches, mentors and their respective institutions for excellence in the training and preparation of undergraduate theatre artists, URTA will recognize one coach/mentor in each discipline annually, and will recognize two (2) overall institutions – one in acting and one in design and technology. Recipients are selected by teams of adjudicators, based on a review of candidates' materials and preparedness at the URTAs. The two (2) overall institutions each receive a Candidate Award for a student attending the following year's URTA Auditions and Interviews. For more information, visit urta.com/awards.

INFORMATION FOR ACTORS

For the 2023 URTAs, actors have the option to register for either the in-person URTA auditions (New York, or Chicago); the hybrid URTA auditions in Los Angeles (candidates attend in-person, and their audition is live-streamed to recruiters who are remote online); or the live-virtual URTA auditions (no travel required - candidates audition live, online via Acceptd's AuditionRoom – similar to Zoom).

An actor must select and submit the application for their chosen event type/location on [Acceptd](#). A candidate may only register for one 2023 URTA recruiting event in a discipline (for example – an actor may NOT register to audition in multiple cities or at both the in-person and live-virtual URTA Acting auditions).

Whether registering for in-person or live-virtual auditions, the basic principles that make for a successful audition are the same whether you're physically in the room with recruiters or not. A sense of truth and imagination in your performance are still key. Your audition should be fully analyzed, passionate, and well-rehearsed. The auditioning actor employs skills and techniques similar to those used for performing a role in a production. However, unlike a full production, this audition is about you. You need to show the recruiters who you are, what your strengths are, and what you would bring to their program. Ask yourself these basic questions about your audition:

- To whom am I speaking?
- What do I want from that person?
- What does my audition reveal about me as an actor?

You will have a total of 2 minutes for your URTA audition. Your time begins after you slate – stating your name and the titles of your piece or pieces you will be presenting. You may do whatever you wish in the 2-minute time, but most recruiters prefer to see two (2) contrasting monologues. The pieces do not have to be of equal length. Please note: the time does not stop between your pieces. If you are presenting more than one (1) piece, you should introduce both pieces during your initial slate/introduction.

Keep in mind that none of the URTA acting programs currently recruit for musical theater. However, you may choose to sing within your 2-minute audition. You may not sing a cappella, so have a battery-operated device (or smart phone, etc.) ready for accompaniment (instruments and electrical cords are not permitted). For live-virtual, please be aware of your Zoom volume settings and environment setting as they could disrupt the audio on Zoom. Cue up your selection and set the volume before entering the audition room. If the device fails, please don't take time to fuss with it. Simply say "thank you" and conclude.

Be sure to have copies of your headshot and resume available, should you need them for your afternoon callbacks.

DRESS

We recommend wearing clothes that reflect your best self, without restricting your performance. For actors participating in the live-virtual auditions, since you will be on camera, you might avoid "busy" prints, and colors that match the background behind you. Test out different clothing combinations on camera ahead of time, to see how they look.

AUDITION MATERIAL SELECTION

Poor selection of material is one of the most common pitfalls in an audition. We strongly encourage you to work with an audition coach to provide an objective eye. Selections should be self-explanatory with a clear beginning, middle, and end. Also, be sure to select pieces that are active—where you need something from the person you are speaking to. Please be sure you have practiced and timed your pieces to fit within the two-minute total audition time limit.

If you perform 2 selections, they should show some contrast. A typical choice is a contemporary piece paired with a piece in verse. However, contrast can be demonstrated in other ways as well. Look for selections with contrasts in mood, rhythm, emotional level, etc. Be aware that if you don't perform a classical piece in your audition, you may be asked for one at a callback interview, so it's a good idea to have one prepared.

Avoid:

- Pieces that require climactic depth or intensity of emotion, or dull, passive pieces which dwell on character or plot exposition.
- Pieces that do not connect to the person you are speaking with, or are inactive.
- Material that's strongly associated with a well-known actor. The recruiters want to see you, not your interpretation of a celebrity.
- Original material. Recruiters may be caught off guard and spend the first minute of your audition trying to figure out where the piece came from, rather than gauging your performance.
- Sexually explicit or offensive material. It may work against you. Your choice of material says something about you as an artist, so be sure to put a good deal of thought into your selections.

PREPARING YOUR AUDITION

We encourage acting candidates to work with a coach on their audition. They can be invaluable in helping you select your material and making sure you have a solid understanding of your character's given circumstances, intentions, and relationships. Perform your audition for faculty members or fellow students, both for critical feedback and for practice auditioning for an audience.

- Don't focus your performance directly to any of the recruiters. For in-person, play toward an empty seat in the audience, to the back of the room, or above the audience. For live-virtual, look just beside or above the camera. For all auditions, avoid placing your imaginary scene partner on the floor or far off-stage to either side, as both can obscure your face from the audience.
- For in-person auditions, stage your audition simply. You should be able to perform your audition in the limited area available. Stage yourself $\frac{3}{4}$ to full front. A chair will be available if needed. Please don't bring any other props or costumes.
- For live-virtual auditions, set up your space well in advance of your audition. You want to be sure you know where your camera will be, where you will stand (set a mark for yourself), what your sound will be like, etc. Direct your performance as if the camera is the other character to whom you are speaking. Since the camera is at a fixed point, you will want to avoid extraneous movements which may take you out of frame. You should arrange the camera to frame approximately $\frac{3}{4}$ of your body (roughly, knees up). Please avoid the use of props or costumes.
- It's wise to brush up on any extra material you have in your audition repertoire, as some schools will give you the opportunity to present additional pieces during a callback.

AUDITION TIPS FROM RECRUITERS

- Don't rush moments of transition. The way in which you "shift gears" from one part of the audition to the next is important. If you ignore these moments, the audition tends to blur into 2 general minutes of non-specific "performing." Transitions also give you a chance to catch your breath and stay grounded during your audition. Think of it like snow falling.
- Never apologize or editorialize after your audition. What may have gone wrong for you, might have gone unnoticed by the recruiters. Your audition begins when you enter the room, and continues until you've left the space. Maintain a confident and positive persona the whole time.
- Don't be thrown or concerned by a lack of response from the recruiters. They tend to remain neutral or slightly detached during auditions to maintain their objectivity.

Recruiters know there is no way to demonstrate all your talent, skill, and experience in a single 2-minute audition. This is simply a brief introduction to your talent, personality and basic performance skills. Most of the recruiters are actors themselves, and have been in your shoes. They appreciate how restricted and intense auditioning can be. Above all, they are on your side and are rooting for you.

AUDITION SPACE

For the in-person and hybrid auditions, there will be a brief time after candidate check-in and before orientation for candidates to preview the audition space, test the acoustics, and walk the stage. The space will typically be in a hotel ballroom with a small riser/platform for a stage. There will be a chair available upstage for your use if you need, and we ask that you return the chair upstage after you finish your audition. For the hybrid auditions, URTA will provide the camera and technology set-up to live-stream the candidates' auditions.

For live-virtual auditions, additional instructions will be sent to registered candidates in the weeks prior to the URTAs regarding how to enter and navigate the virtual Acceptd AuditionRoom, as well as tips for setting up your audition space. It is important to consider both sound and lighting, as well as ensuring you have ample space to perform comfortably. Please avoid the use of props, scenery, and costumes in your audition. The focus of your audition should be on you, and your audition space contributes to that focus. A simple chair should be the only prop/piece of scenery utilized in your audition if necessary. If you will be using a phone for the live-virtual audition, please take note that when you enter into AuditionRoom, there will be an URTA staff member who may ask for you to adjust your phone to landscape.

DAY-OF SCHEDULE (URTAs)

SAMPLE URTA SCHEDULE (Note: the day-of schedule differs based on audition location. Details will be shared in your scheduling message in Acceptd after completing registration)

This is to give you an idea of how the URTA audition day runs (Guest auditions differ), but complete daily schedules will be shared in Acceptd scheduling messages and in the URTA event app.

The run of day will include:

Candidate Check-in and Orientation

URTA Auditions

Callback schedules distributed*

Callbacks take place*

*For actors attending the hybrid Los Angeles auditions: candidates will audition in-person for a camera live-streaming their audition to recruiters who are remote, off-site. As the recruiters will NOT be in-person in Los Angeles, there will be NO callbacks on the day of the URTA auditions. Candidates will receive a 'contact-later' list, which will consist of a list of schools interested in meeting with them virtually on a later date.

The URTAs are a full-day commitment. The day will begin at approximately 7:30 am (local time) for in-person auditions and approximately 10:00 am (Eastern Time) for live-virtual auditions. Exact arrival times will be included in your scheduling message on Acceptd. In all cases, your day begins with a mandatory orientation and will run until the end of your last callback, which may be late in the evening. Please do not schedule any other appointments or book travel on the day of your URTA Auditions, to avoid potential conflicts.

During the mandatory orientation, you will meet your stage manager, learn how the day will run, receive any important updates, and be able to ask questions you may have. After orientation, you may step away - you will not need to stay in the holding room all day, however candidates must return to the holding room and be ready to go at least 40 minutes before their scheduled audition time, as we often run ahead of schedule.

The stage manager will announce your name to the recruiters as you enter the audition room. You should also introduce yourself to the recruiters – stating your name, as well as the piece or pieces you will be presenting. Ex: "Hello, my name is [inert name]. My first piece is [character name] from [play title], and my second piece is [character name] from [play title]."

You have 2 minutes for your audition. The timing of your audition starts when you begin your first piece (it does not include your slate/introduction). For example, if your piece involves movement or activity before the first line, the timing will start as you begin to act (whether speaking or not). When you've finished your audition, you may say "Thank you" to the recruiters and leave the audition room. Should your audition run over the 2-minute time, the person timing the audition will offer a polite but firm, "Thank you" to let you know you've reached the end of your allotted time. Please respond, by acknowledging the timer with a "thank you" and exit the audition room.

After you've auditioned, you're free to leave the holding room, but please be sure you know when/where you need to be to receive callback information. In this downtime, we encourage you to prepare for your possible callbacks and research the recruiting programs using [URTA Directory](#), and check out the various continuing education sessions and workshops available on the URTA event app. Please be sure you are back promptly at the scheduled time/place to receive your callback interview schedule, as callbacks will begin immediately following the schedule distribution. After completing all your callbacks, your obligation to URTA is complete, unless you are attending the Guest Auditions on a second day (see the Guest Auditions section below for more information).

PRE-RECORDED AUDITIONS

Uploading a self-taped audition to Acceptd is optional, but we strongly encourage you to upload a 2-minute audition, which can be the same or different from your in-person audition. This material will be accessed by recruiters both before and after the URTAs, as well as summer companies that may recruit through the URTA digital job fair. You may also upload additional materials on Acceptd that you feel may help the recruiters get to know you, such as a recording of you doing movement work, or materials showcasing other talents.

VIRTUAL EVENT TECHNOLOGY

Participants in the live-virtual URTAs Auditions & Interviews will need to have access to a stable internet connection and a device with video and audio capabilities on the day(s) they are scheduled for auditions. In addition, participants will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom, Acceptd (application system), and Whova (event app) – more information will be provided to applicants on where/how to access and make use of these technologies for the event. The extent of these technology needs will be dependent on the participant's selected application area. Those with questions or concerns should reach out to URTA.

TIPS FOR VIDEO AUDITIONS

Some things to keep in mind, both for self-taping an audition for upload, and for the live, virtual auditions:

- Your recording device should be on a firm and steady surface. Use a tripod or simply place it on a stable surface at the correct height for your face to be seen straight-on.
- Consider your space. What's in the background? Try to avoid including anything in the frame which might distract from your performance.
- Lighting. Is there enough light for you to be seen? You should be well lit without casting large shadows on your face or body.
- Sound. Can you be heard and understood? If your piece calls for loud shouting, take that into consideration when placing your camera or microphone.
- Is your face in focus? For the live audition, you should arrange your camera to capture about $\frac{3}{4}$ of your body (knees up). For your pre-recorded audition, it's ideal to include a "slate" (see below) which shows your full body, while your actual audition may be framed closer (from about waist up).
- Slate. A "slate" is your introduction; telling the recruiters your name and what pieces you'll be performing. For the live-virtual audition, you will introduce yourself and your pieces once you enter the room. For your pre-recorded audition, you should introduce yourself and your pieces as the beginning of the recording.

PREPARING FOR A CALLBACK INTERVIEW

Research the various programs in advance of the URTAs, using the [URTA Membership Directory](#) and links to URTA member universities found on our website, or on Whova. If you're also participating in the Guest Auditions with non-member institutions, refer to the [URTA Guest Catalog](#), our website, or Whova for information on the programs recruiting. Don't wait until the interview to find out what type of training each program offers. Take responsibility and be informed.

Callback interviews are 15 minutes, so be prepared and on time! Your callback schedule is computer generated by URTA based on the recruiters' request lists and cannot be changed. Have copies of your headshot, resume, and transcripts available in case you are asked to provide them during the callback. Every callback interview is different. Some recruiters want to find out more about you, some want to discuss their programs, while others may work with you on one of your pieces, or ask if you have any other pieces to share. Callbacks may be done individually, in pairs, or in groups. Callback room locations or Zoom access instructions will be included on your schedule.

Recruiters are not only interested in your talent or potential, but in who you are as a person. Remember that you should be interviewing them as much as they are you. Be prepared to answer specific questions regarding your training needs and career goals. Most importantly, be yourself.

Providing a safe and positive environment for both candidates and recruiters is of the utmost importance to URTA. As such, URTA has established a Code of Professional Conduct (included in this Handbook) which all URTA participants (candidates and recruiters) must abide by. Please be sure to familiarize yourself with this prior to the event. Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with this policy should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, so that the matter can be handled in an expeditious manner.

GUEST AUDITIONS

The Guest Auditions (formerly called Satellite Auditions) are a separate, optional second-day of auditions in New York and Chicago attended by additional training programs that are not currently URTA members, giving you the opportunity to expand the number of recruiters seeing your audition.

Candidates registered for the in-person URTA Auditions in either New York or Chicago may add Guest Auditions to their registration on Acceptd for a nominal additional fee. If a candidate adds Guest Auditions, they will be scheduled for a separate second day of auditions, typically the day before or after their URTA audition. The Guest Auditions are also a full-day commitment and cannot take place on the same day as your URTA Audition. Guest Auditions will run very similarly to the URTA Auditions, with the primary difference being the way callbacks are scheduled.

You may present the same 2-minute audition for both URTA and Guest auditions as the recruiters in attendance are different. You will receive two (2) scheduling messages through Acceptd, one with the date and time for your URTA Audition and one for your Guest Audition; please be sure to take note of which audition is on which day so that you are properly prepared.

For candidates participating in the hybrid Los Angeles auditions or the Live-Virtual auditions, there is NO option to add Guest Auditions to your registration. Any Guest, non-member, programs registered to recruit at the hybrid Los Angeles or Live-Virtual auditions will attend the URTA auditions along with the URTA member schools. Guest programs recruiting at the Los Angeles and Live-Virtual URTA auditions will NOT hold callbacks on the day of auditions. All Guest programs at these auditions will share 'contact-later' lists, which will contain the names of candidates they are interested in meeting with virtually on a later date. Please review the Attendees list on the [URTA website](#) to see which programs are registered to recruit in each event/city.

DAY-OF SCHEDULE (Guests – New York & Chicago)

Note: Guest Auditions only take place in New York and Chicago. Guest programs are combined with the URTAs in Los Angeles and Live-Virtual and will follow the URTAs Day-Of Schedule (see section above).

SAMPLE GUEST AUDITION SCHEDULE

This is to give you an idea of how the Guest audition day runs (URTA auditions differ), but complete daily schedules will be shared in Accepted scheduling messages and in the URTA event app.

The run of day will include:

Candidate Check-in and Orientation
Guest Auditions
Callback lists posted
Callback sign-ups occur
Callbacks take place

The Guest Auditions are a full-day commitment. The day will begin at approximately 8:30 am (local time) for in-person auditions in New York and Chicago. Exact arrival times will be included in your scheduling message on Accepted, please be sure you read closely as you will receive separate scheduling messages in Accepted for your URTA and Guest auditions. Your day begins with a mandatory orientation and will run until the end of your last callback, which may be late in the evening. Please do not schedule any other appointments or book travel on the day of your URTA Auditions, to avoid potential conflicts.

During the mandatory orientation, you will meet your stage manager, learn how the day will run, receive any important updates, and be able to ask questions you may have. After orientation, you may step away - you will not need to stay in the holding room all day, however candidates must return to the holding room and be ready to go at least 40 minutes before their scheduled audition time, as we often run ahead of schedule.

The Guest Audition works the same as the URTA Audition. The stage manager will announce your name to the recruiters as you enter the audition room. You should also introduce yourself to the recruiters – stating your name, as well as the piece or pieces you will be presenting. You will have 2 minutes for your audition, and you may present the same audition material as the URTA auditions. The timing of your audition starts when you begin your first piece (it does not include your slate/introduction). If you go over your 2 minutes, you will hear the Timer say, “thank you”. Please acknowledge them, say “thank you”, and exit the audition room.

After you’ve auditioned, you’re free to leave the holding room, but please be sure you know when/where you need to be to receive callback information. In this downtime, we encourage you to prepare for your possible callbacks and research the recruiting programs using the [Guest Catalog](#), and check out the various continuing education sessions and workshops available on the URTA event app. Please be sure you are back promptly at the scheduled time to view the callback lists. If a program requests to see you, you will sign up for an appointment time to meet them later that day. You manage your afternoon callback schedule, which is different than the URTAs. Specifics on sign-up details and callback locations/access will be provided on the day of the event. Your day at the Guest Auditions ends after your last scheduled callback ends.

As a reminder, there are NO separate Guest Auditions in Los Angeles or at the Live-Virtual auditions. Guest programs recruiting at these events will attend the URTA auditions (see the URTA Auditions section above for more details).

The same rules governing the URTAs, like the Code of Conduct and the Offer/Acceptancy Policy (both found in this Handbook) govern the Guest Auditions. Please be sure you are familiar with these policies prior to the event.

INFORMATION FOR DESIGNERS/TECHNICIANS

The URTAs provide you the opportunity to share your work with all of the recruiters in attendance. We strongly suggest you work with an experienced advisor to prepare your portfolio and present yourself in the best possible light. Don't forget to prepare for possible interviews as well. Here are some important points to keep in mind:

- Design/Tech candidates for the 2023 URTAs will have the option to register to participate in-person in Chicago OR online at the live-virtual interviews. Candidates may NOT register to attend both in-person and live-virtual Design/Tech interviews.
- You MUST upload digital portfolio materials and/or provide a link to materials on the internet, in your Accepted application. This is incredibly important, as recruiters will be reviewing your digital portfolio materials in advance to create their interview requests.
- Focus on your strengths. Don't register for an area of design in which you are not seriously interested. You may register in a maximum of two (2) design focus areas.
- Use the [URTA Membership Directory](#) to research which institutions have applicable programs, and in what years they recruit. Contact the programs directly for additional information about their recruiting cycle, since they do not recruit for all disciplines every year.
- If you are not interviewed by a particular school, it doesn't necessarily reflect the recruiter's opinion of your portfolio. They may not have an opening in your area of interest at that time.
- All interviews will occur on the single day that you are scheduled to attend the URTAs. For some candidates, this day will be rigorous, with many back-to-back interviews and few breaks. It's a good idea to be prepared with snacks, water, and a way to take notes.
- Candidates should be prepared to present and discuss their portfolio materials during the interview if requested. For live-virtual participants, please be prepared to screen-share your work.

PREPARING YOUR PORTFOLIO

Be selective in preparing your portfolio materials. Portfolios should include the best examples of your work and design capabilities, as well as some of your process. Recruiters want to see your skills and abilities in design more than they want to see how well you can set up a nice portfolio; they're looking for quality, not quantity.

- Portfolio materials should be clean and presented to their best advantage (e.g., matted, mounted for in-person display). Practice set-up and organization of your display table before you attend in-person. While it is not necessary to bring three-dimensional objects, a well-built set model, costume, prop or related craft work is always an asset.
- Identify work as a class project or realized production with title, producer (organization or class), and date. Include documentation of your process work as well. Recruiters are interested in getting to know your whole process, not just the final product.
- Document the evolution of a complex technical project through a series of photographs. Use photos that are not repetitive and show your work clearly. At least one full stage shot of a setting and full figure shots of characters in costume are expected. We suggest not using photos of productions on which you served as "assistant designer." You may take credit as "assistant designer" on your resume, or provide applicable paperwork (drafting, lighting plot, etc.).
- It is a good idea to have examples of non-theater work reflecting your taste and abilities (e.g., graphic arts projects, life drawings, photography).
- Have copies of your resume and unofficial transcripts ready during the interviews, in case you are asked to share them. For live-virtual participants, be ready to screen-share or email these if requested. For in-person participants, have approximately 40 copies on your table along with a small photo of yourself, either printed as part of your resume or stapled to it.
- Be sure to have all of the portfolio materials you may want to share during the interview downloaded and/or have your website or virtual gallery loaded in advance. This will save time and make screen sharing your work with recruiters more seamless.
- For in-person participants, there will NOT be Wi-Fi available in the display hall, so be sure to have everything downloaded in advance.

UPLOADING MATERIALS TO ACCEPTD

Recruiters will be reviewing the portfolio materials you upload in your Acceptd application to make their interview selections, so it is extremely important that you upload a good representation of your work when submitting your application. Design/Tech candidates are required to either upload portfolio materials in Acceptd, either as direct files (ex – PowerPoint, pdf, image files, etc.) or by providing a link to the location of your portfolio on the web. We strongly suggest you do both, if you can. The portfolio upload portion of the URTA application is located in stage 2 of the design/tech Acceptd application (after payment). This second stage allows you more time to prepare your portfolio materials, while still taking advantage of early-bird registration pricing. Please keep in mind you will not be scheduled for a date, nor can recruiters see your application, until you have uploaded your portfolio materials and submitted stage 2 of the Acceptd application.

If you do not have a website, you can provide a link to an Instagram account, Facebook Page, Pinterest gallery, or other digital platform where recruiters can view your work. If you are creating a website for the first time, several companies, such as Wix and Weebly, offer free templates and simple set up, which you may find helpful.

STATION SETUP AND REVIEW (in-person, Chicago)

Once we have scheduled the date of your portfolio review, you will be sent a message through Acceptd with the date, an assigned station number, and other essential information for the URTAs. All interviews will be pre-scheduled based on the recruiters' review of the material you upload in Acceptd, so your digital portfolio in Acceptd is extremely important. A very limited number of additional interviews may be added to a candidate's schedule on-site after the recruiters' review the portfolio displays in the morning.

Each in-person design/tech station consists of a table approximately 6' long x 30" wide (precise dimensions may vary) and two (2) chairs. Your display should be set up facing the chairs so recruiters can sit and look at your work. Your entire display must be contained on the table, and if necessary, on the floor space immediately surrounding the table. There will not be a wall behind the table. Candidates may utilize their own free-standing display boards if desired, but you are responsible for set up and removal. Power is available, however you will be responsible for bringing your own extension cord and any additional materials for constructing your display including tape, screwdriver, etc. There will NOT be Wi-Fi available in the display hall, so be sure to have any digital displays downloaded to your device and set up to run automatically on repeat.

STATION SETUP AND REVIEW (live-virtual)

Once we have scheduled the date of your portfolio review, you will be sent a message through Acceptd with the date, an assigned station number, and other essential information for the URTAs.

There will be no design hall for the live-virtual event – all interviews will be scheduled based on the recruiters' review of the materials you uploaded in Acceptd, so your digital portfolio in Acceptd is extremely important. The live-virtual interviews will take place via Zoom or similar platform. Candidates should be prepared to screen-share portfolio materials and/or their website with recruiters during the interview. You should have all relevant materials downloaded and ready to share to avoid wasting time during the interview while things load/buffer.

PREPARING FOR THE URTA INTERVIEWS

Once we have received your full Acceptd application (stages 1 and 2), you will be scheduled for a date to attend the URTAs and a station number. This scheduled date and your station number will be sent to you via Acceptd message, along with other essential information about the URTAs.

Research the various programs in advance, using the [URTA Membership Directory](#) and links to URTA member universities found on our website, or on Whova. Please review the Attendees list on the [URTA](#)

[website](#) to see which programs are registered to recruit in each discipline and event/city. Don't wait until the interview to find out what type of training each program offers. Take responsibility and be informed. You are also encouraged to reach out to the programs in advance to introduce yourself, let them know you will be attending the URTAs, and ask questions. Introducing yourself and showing initiative and interest in programs you are excited about is a great way to stand out to recruiters.

Interviews at the URTAs are 15 minutes, so be prepared! Every interview is conducted differently, but all recruiters want to find out more about you, discuss their programs, and review and discuss your work. Recruiters are not only interested in your talent or potential, but in who you are as a person. Remember that you should be interviewing them as much as they are you. Be prepared to answer specific questions regarding your training needs and career goals. Most importantly, be yourself.

VIRTUAL EVENT TECHNOLOGY

Participants in the live-virtual URTAs Auditions & Interviews will need to have access to a stable internet connection and a device with video and audio capabilities on the day(s) they are scheduled for auditions. In addition, participants will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom, Acceptd (application system), and Whova (event app) – more information will be provided to applicants on where/how to access and make use of these technologies for the event. The extent of these technology needs will be dependent on the participant's selected application area. Those with questions or concerns should reach out to URTA.

INFORMATION FOR SOUND DESIGNERS

- In 2023, sound design will only recruit at the live-virtual design/tech day (Feb. 4). There will be NO in-person sound design recruiting in Chicago.
- Candidates registering only in the Sound category are eligible for a Candidate Award, which includes free registration for the URTAs.
- Prepare a 5-7 minute recording with brief examples of your best work. Place a vocal identifier at the beginning of each example stating the play title, the producer (organization or class), and date, or other appropriate information if the example is not from the sound score of a play.
- Present samples of live/Foley sound effects.
- You can also create a video portfolio of your sound design, highlighting your sound effects and music including images of the production that directly relate to your sound design. The video should include the title of the play, the producer (organization or class), date, and other appropriate information. Please limit non-original/commercial music segments to 10 seconds and your overall sound design video portfolio to 5-7 minutes.
- Pre-set volume at the level you'd like your cues heard and/or provide a master volume control. Make sure the audio is playing back properly and is repeating automatically or has clear user controls.
- Create a concept statement for each production you are presenting. Explain how your work supports the show's narrative, and your collaborative process with the director and production team. Discussing relevant research strategies and materials can help provide context.
- Present your sound design paperwork, including but not limited to a cue sheet, speaker plot, and line diagram. For musicals, include you're a1 prompt/pickup script.
- Display detailed images of any practical equipment used, or unique installation challenges. If the show is a musical, include photographs or drawings of mic placement.
- Display examples of your sound design show files (e.g. QLab Workspace, SFX) and sound editing (e.g. ProTools session, Logic Project).

DAY-OF SCHEDULE

SAMPLE DESIGN/TECH SCHEDULE (in-person and live-virtual)

This is to give you an idea of how the URTA Design/Tech day runs, but complete daily schedules will be shared in Accepted scheduling messages and in the URTA event app.

The run of day will include:

Candidate Check-in and Orientation
Candidate station set-up (in-person, Chicago only)*
Recruiter design hall walk-through (in-person, Chicago only)
URTA Design/Tech interviews take place
Day ends after your last scheduled interview

** You may bring someone to assist in setting up your design hall station (in-person, Chicago only), but all candidates and set-up assistants must leave the design hall prior to the recruiter walk-through.*

The URTAs are a full-day commitment. The day will begin at approximately 7:00 am (Central Time) for in-person interviews in Chicago and at approximately 10:00 am (Eastern Time) for live-virtual interviews. In both cases, the day will begin with a mandatory candidate orientation and will run until the end of your last interview, which may be late in the evening. Please do not set any other appointments or book travel on the day of your URTA interview, to avoid potential conflicts.

During the mandatory candidate orientation, you will learn how the day will run, receive any important updates, and be able to ask questions you may have. Candidates will stay at their assigned station throughout the day, with the recruiters coming to their station for all scheduled interviews. There will be a scheduled lunch break, however the day can be long, so we encourage candidates to bring something to take notes with, as well as snacks and water.

There may be downtime between your scheduled interviews. In this time you are free to step away from your station, but be sure you return on time for your next scheduled appointment. In your downtime, we encourage you to use this time to continue research the recruiting programs using [URTA Directory](#) and check out the various continuing education sessions and workshops available on the URTA event app. Interviews are only 15 minutes, so please be sure you are on time for all of your appointments, as you will not be able to go longer than the scheduled end time of the interview. After completing your last scheduled interview, your day at the URTAs is complete.

INTERVIEWS

For the in-person, Chicago design/tech interviews: all candidates will be assigned a date to attend the URTAs and a station number, which will be sent in an Accepted scheduling message. **In advance of the URTAs, recruiting faculty will review candidate applications in Accepted and create a list of candidates they would like to interview, and they will submit their interview request list to URTA. URTA will pre-schedule all candidate interviews based on these recruiter requests. For this reason, the candidate's portfolio materials submitted in stage 2 of their Accepted application are extremely important, as recruiters will be creating their interview request lists based on these materials.** A limited number of interviews may be added to the candidate's schedule on-site after the recruiters' review the portfolio displays in the morning.

Candidates will receive their interview schedules via email (to the email listed in their Accepted application) at least one-day in advance. These interviews have been scheduled based on recruiter interest in the portfolio materials you upload to Accepted. Candidates will check-in at 7 am (Central), and will attend a mandatory orientation at 7:30 am. Candidates will have one-hour to set up their portfolio stations. All interviews are 15 minutes long, and will take place at the candidate's portfolio station, with recruiters rotating from table to table. Once your last scheduled interview ends, you are done for the day. Quietly pack your portfolio display materials, clean up the area around your table, leaving only the station number.

For the Live-Virtual design/tech interviews: all candidates will be assigned a date to attend the URTAs and a station number, which will be sent in an Acceptd scheduling message. In advance of the URTAs, recruiting faculty will review candidate applications in Acceptd and create a list of candidates they would like to interview, and they will submit their interview request list to URTA. URTA will pre-schedule all candidate interviews based on these recruiter requests. For this reason, the candidate's portfolio materials submitted in stage 2 of their Acceptd application are extremely important, as recruiters will be creating their interview request lists based on these materials.

Candidates will receive their interview schedules via email (to the email listed in their Acceptd application) at least one-day in advance. These interviews have been scheduled based on recruiter interest in the portfolio materials you upload to Acceptd. The schedule will include necessary instructions to access the Design/Tech Zoom. Candidates will check-in to the Zoom at 10 am (Eastern), and will attend a mandatory orientation at 10:15 am. Interviews will begin via Zoom immediately after orientation ends. All interviews are 15 minutes long, and will take place at the candidate's Zoom station, with recruiters rotating from station to station. Remember to have digital versions of your portfolio, resume, and transcripts loaded and ready on your computer, so that you can easily share these during your interview if you are requested. Be sure you are set up someplace quiet, with strong/stable internet connection, have chargers you may need, as well as any physical work samples/materials that you might want to share on camera during the interview. Once your last scheduled interview ends, you are done for the day and may leave the Zoom.

For both in-person and live-virtual interviews: the day can be a long one, so be sure you have water, a snack, and a way to take notes during/after the interviews. All interviews are 15 minutes in length and will be done individually, meaning you will be the only candidate in your interview, however candidates should be aware that many programs choose to interview in recruiting teams, so do not be surprised if there are multiple faculty members from the same school in your interview. This is particularly important for candidates applying in more than one design focus area. A school can only interview you once during the URTAs, so if you applied in both scenic and lighting design, for example, the recruiters from both of those areas will be interviewing you at the same time.

Providing a safe and positive environment for both candidates and recruiters is of the utmost importance to URTA. As such, URTA has established a Code of Professional Conduct (included in this packet) which all URTA participants (candidates and recruiters) must abide by. Please be sure to familiarize yourself with this prior to the event. Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with this policy should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, so that the matter can be handled in an expeditious manner.

INFORMATION FOR DIRECTING, STAGE MANAGEMENT, AND ARTS LEADERSHIP

All Directing, Stage Management, and Arts Leadership interviews will be Live-Virtual at the 2023 URTAs – there will be NO in-person interviews. When you register for one of these areas, you will be asked to upload a “Common Packet” to Acceptd. **All “Common Packet” materials are due by 11:59 pm (Eastern Time) on January 2, 2023.** These areas of study are extremely competitive, and schools accept only a small number of candidates. To be given full consideration, your common packet must be received on time.

COMMON PACKET CONTENTS

All materials should be uploaded in Acceptd as part of the URTA registration process:

- Resume of experience
- Unofficial academic transcripts
- Three letters of recommendation (candidate’s will list their recommenders’ names and email addresses in Acceptd, and the recommenders will receive a link from Acceptd to upload their recommendation letter directly to your application)
- Statement of professional goals
- (Optional) Any additional materials you would like to share with recruiters (may include work samples, media materials, personal/artistic statements, recordings/photos reflecting special skills or artistic interest, etc.)

Directing candidates should ALSO include:

- Statement of directorial philosophy
- Link to personal website showcasing portfolio materials (this can be a website, a social media platform, or a digital gallery) OR directly upload portfolio materials/work samples in Acceptd (PowerPoint, pdf, photos, videos, etc.)

Stage Management candidates should ALSO include:

- Work Samples / Production Paperwork either directly uploaded to Acceptd (pdf, PowerPoint, photos, etc.) or by providing a link to your personal website showcasing portfolio materials (this can be a website, a social media platform, or a digital gallery)

Arts Leadership candidates should ALSO include:

- Two (2) writing samples
- (Optional) Personal website or upload of work samples/portfolio materials

All materials listed above must be included for you to be considered by the recruiters. **Your uploaded materials are extremely important, as recruiters will be reviewing these materials in advance of the URTAs to make their interview requests.** We encourage you to upload any additional materials and work samples that you feel will help give the school recruiters a chance to know you, your experience, your interests, your reasons for pursuing graduate training, and more. Please be sure to include both process-materials as well as final-materials, as recruiters are interested in seeing your process from start to finish.

AFTER YOU HAVE SUBMITTED YOUR APPLICATION ON ACCEPTD

All directing, stage management, and arts leadership applications are due by January 2, 2023. We are unable to accept late applications.

You will be scheduled for a day to attend the live-virtual URTAs. You will receive the date via Acceptd message, along with other important event details. Please note: being scheduled for a date at the URTAs does not guarantee that you will receive interviews. Schools will begin reviewing your common packet materials on Acceptd as soon as your application is submitted. Many recruiters will also reach out to

candidates in advance (via the email address you list in your application) to start a conversation ahead of the URTAs. These recruiters may ask you to submit some additional materials for consideration, and they may ask that you prepare particular materials for the URTAs interview (ex – Directors may be asked to prepare a directorial approach to a specific play).

While the recruiters may reach out to you directly, you are also strongly encouraged to research the specific programs that will be recruiting at the URTAs and reach out to them directly yourself with any questions or to introduce yourself and express your interest in their program. Starting correspondence with programs in advance of the URTAs is a great way for you learn more about the program, connect with recruiters, and gauge if the program is a good fit for you, and will help you make the most of your interviews during the URTAs.

Following the application deadline on January 2, schools will have some final time to review all candidate materials and they will then provide URTA with a list of candidates that they wish to interview during the URTAs. URTA will schedule these interviews and candidates will receive a copy of their interview schedule via email by February 9, 2023 to allow time to prepare for the appointments. The schedule will also contain information on how to access the Zoom interviews.

INTERVIEWS

Candidate interview schedules are built by URTA based on the interview request lists that recruiters submit after reviewing your application on Acceptd. These schedules are computer generated and cannot be changed. Interview schedules will be emailed (to the email listed in your Acceptd application) by February 9, 2023, and will include the interview times and joining instructions for Zoom. Your day at the URTAs will begin with a mandatory candidate orientation at 10 am (eastern), followed by your interviews according to the schedule emailed to you by Feb. 9. All interviews are scheduled for 25 minutes and will take place in Zoom meetings set by the schools. Each interview will be a bit different, but candidates should be prepared to discuss their portfolio materials and past experience, as well as their career goals and reason for pursuing graduate school. Directors should also be prepared to discuss their directorial approach to a play. Schools may also request candidates prepare additional specific materials for the interview – if necessary, these requests will be communicated directly to the candidate by the school recruiter in advance of the URTAs. You are encouraged to have your digital portfolio ready to screen-share during your interview, and to have a digital version of your resume and transcript ready to share with the recruiters in Zoom if requested.

Providing a safe and positive environment for both candidates and recruiters is of the utmost importance to URTA. As such, URTA has established a Code of Professional Conduct (included in this Handbook) which all URTA participants (candidates and recruiters) must abide by. Please be sure to familiarize yourself with this prior to the event. Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with this policy should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, so that the matter can be handled in an expeditious manner.

DAY-OF SCHEDULE

SAMPLE Directing/Stage Management/Arts Leadership Schedule (Live-Virtual):

This is to give you an idea of how the URTA Directing, Stage Management, and Arts Leadership Live-Virtual day runs, but complete daily schedules will be shared in Acceptd scheduling messages and in the URTA event app.

The run of day will include:

Candidate Check-in and Orientation on Zoom at 10:00 am (Eastern)

Interviews on Zoom (according to pre-scheduled appointments – schedule sent via email by Feb. 9)

The URTAs are a full-day commitment. The day will begin at approximately 10:00 am (Eastern Time) on Zoom with a mandatory candidate orientation. The day will run until the end of your last scheduled interview, which may be in the evening. Please do not schedule any other appointments or book travel on the day of your URTA interviews, to avoid potential conflicts.

During the candidate orientation you will learn how the day will run, receive any important updates, and be able to ask questions you may have. Candidates will then attend their 25-minute interviews based on the schedule they received from URTA. It is important that candidates are prompt and on-time for all interviews. Be sure you come prepared to all interviews with digital copies of your resume, unofficial scholastic transcripts, and any portfolio or additional materials that were requested by the program. Live-virtual candidates may be asked to screen share these materials during your interview. Once you have completed all of your scheduled interviews, you are done for the day and may log out of Zoom.

NOTE FOR ARTS LEADERSHIP CANDIDATES

In 2023, Arts Leadership interviews will take place Live-Virtual on Saturday, February 11, 2023 only. For candidates applying in Arts Leadership, you are eligible for the Candidate Award, which waives your registration fees. Registration fees will be waived automatically in your Accepted Arts Leadership application. Please visit urta.com/awards for more information on URTA Candidate Awards.

ADDITIONAL INFORMATION

INTERNATIONAL CANDIDATES

The URTAs are open to international candidates, however all GPAs reported on the URTA application should be in the U.S., 4.0 scale. It is the responsibility of the candidate to convert and report their GPA appropriately on the URTA application. While URTA accepts unofficial transcripts and GPA conversion for the application, many programs will require official transcripts and grade reports. Candidates should reach out to programs of interest directly on any additional requirements they may have for international applicants, by using the contact information provided in the [URTA Membership Directory](#).

In 2023, URTA will offer both in-person and live-virtual recruiting options. Please visit <https://urta.com/events-hub/> for the specific date and details. Given the on-going global health crisis and the potential challenges to international travel, URTA strongly encourages international candidates to consider registering for the live-virtual URTAs rather than the in-person events. It is the responsibility of the candidate to be aware of the digital technology needs to participate in the live-virtual URTAs and ensure that these technologies are accessible where they are located. These technologies include, but are not limited to: an internet-connected device capable of both video and audio communication, a stable and reliable internet connection, a Zoom account (basic, free version), an Acceptd account (for URTA application), and Whova (URTA event app). More information about these technologies is available in the previous sections of this handbook, and will be communicated to candidates in advance of the URTAs. Additionally, the live-virtual URTAs will be scheduled in Eastern Time (as URTA is located in New York City), and international candidates are responsible for ensuring they are able to participate at their corresponding local time.

For international candidates that choose to register for the in-person URTA auditions and interviews, all events take place in the United States and it is the responsibility of the candidate to obtain visitor visas and any other permissions or documentation that may be required for admittance into the United States. If requested, URTA will be happy to write a letter of invitation in support of a visa application for candidates who have successfully completed registration for the URTAs and provided the necessary details, however URTA is not able to petition for a visa on behalf of a candidate. Candidates should refer to the [U.S. Department of State website](#) for the latest rules, regulations, and processes. Please keep in mind that the process of obtaining a visa can be time consuming, and URTA is unable to issue refunds (outside of our standard cancellation policy) for any candidates that are unable to obtain a visa in time for the event, so we encourage you to begin early. Please send any requests for letters of invitation to theurtas@urta.com.

Please be aware that some programs may invite students for in-person callback interviews at a later date. As these are solely at the discretion of the individual programs, please inquire directly with them regarding necessary U.S. travel documentation. URTA is unable to provide letters of support for any visas or other travel documentation required for in-person callback interviews, or subsequent program enrollment.

EXPANDING CAREER PATHS

When considering possible careers, it's important to look beyond immediate work on theatrical stages. As the entertainment industry continues to grow, career opportunities also continue to grow. Obtaining an MFA in any specific area can also prepare you for a career outside of traditional theatre. Below, we've listed a few career paths that may help you find varied employment.

- Lighting: Concerts, Museum Exhibits, Master Electrician, Animation, Architectural Lighting
- Scenic: Live Events, Interior Design, Production Manager for Film or Television, Museum Exhibits
- Costume: Fashion Design, Wardrobe Supervisor for Film or Television, Wardrobe Stylist for Print, Museum Conservation
- Sound: Audio Engineer, Installation Audio Designer, Audio System/Equipment Consultant
- Projection/Media: Concert Video Designer, Post-Production Film Editor
- Arts Leadership: Producer, Development Director, Marketing Specialist

URTA CODE OF PROFESSIONAL CONDUCT

All participants at URTA events, both in-person and virtual, (including URTA staff, members, non-members, candidates, vendors, panelists, and others) are expected to conduct themselves in a professional manner both in their public behavior and personal interaction, displaying common courtesy to all, and respect for private property. Harassing or offensive behavior will not be tolerated.

Conduct found to be in violation of these policies and may result in an individual's expulsion from the event and/or disciplinary action against the program, institution, or business they represent.

URTA recognizes that personalities and working styles may differ but, notwithstanding these differences, all are accountable for their own behavior and the impact it may have on others.

What is Unacceptable Behavior?

Unacceptable behavior (including bullying and harassment) may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Bullying or harassment may be by an individual against an individual or involve groups of people.

URTA defines unacceptable behavior as:

- It is unwanted by the recipient.
- It has the purpose or effect of violating the recipient's dignity and/or creating an intimidating, hostile, degrading, humiliating or offensive environment, and
- Having regard to all the circumstances, including the recipient's perception, it was reasonable for the behavior to have such an effect.

Unacceptable behavior need not be face-to-face, and may take many forms such as written, telephone or email communications or through social media.

Some examples of unacceptable behavior are:

- Unwanted physical contact. URTA recommends no physical contact unless the professional purpose of the contact has been explained, permission has been sought, and permission has been given.
- Aggressive or abusive behavior, such as shouting or personal insults.
- Spreading malicious rumors or gossip about, or insulting, either an individual or other participating institution.
- Discrimination or harassment related to an individual's race, ethnicity, national origin, sexual orientation, age, religion, gender, gender identity, disability, or other similar personal characteristic.
- Offensive comments/jokes or body language.
- Coercion, such as pressure to subscribe to a particular political or religious belief. Recruiters must be mindful that, for the candidate, this pressure may be unspoken. Candidates, in their eagerness to succeed, may not feel empowered to say "no." It is unethical for recruiters to take advantage of their positions of power to pressure a candidate to participate in techniques or engage in interview questions that cause distress.

It is important to note that behavior considered acceptable by one person may be considered offensive to another. Therefore, everyone has an obligation to be proactively and judiciously cognizant of how their words or actions may reasonably create a hostile environment for others.

A recruitment process naturally involves legitimate, constructive, and fair feedback of a candidate's work. Although these sentiments may be difficult for the candidate to hear, they should never be given in a demoralizing or insulting tone. Ethical behavior extends to all forms of actor and character communication. This includes a principled use of acting methods and personalization techniques during text coaching, improvisation, and actor/character inquiries and explorations.

Isolated incidents of behavior such as abruptness, sharpness or rudeness, which will hopefully be avoided, will generally not be considered to amount to bullying.

Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with this policy should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, so that the matter can be handled in an expeditious manner.

URTA POLICY ON OFFERS AND ACCEPTANCE

URTA recruiting events support an equitable offer process between schools and candidates. It is the responsibility of all parties to communicate honestly, quickly, and professionally. The following policy applies to all participants at URTA recruiting events, including URTA members, non-members, guest institutions, and candidates in all areas.

Recruiting programs may not extend formal offers until the conclusion of URTA recruiting in their discipline. The first dates that offers may be extended for each recruiting discipline are:

Acting: February 13, 2023 (12:00 am eastern time)

Design & Technology: February 13, 2023 (12:00 am eastern time)

Directing/Stage Management/Arts Leadership: February 20, 2023 (12:00 am eastern time)

All offers must be made in writing. A verbal offer must be followed by an official offer in writing.

Offers must include the specifics of any financial commitments made by the organization, such as tuition waivers, stipends, housing, travel and assistantships.

Candidates must email a verification they have received the offer in a timely fashion.

Candidates have two (2) weeks from the above dates to either accept or decline a formal offer. Therefore, the first dates that programs may require a candidate to provide a formal decision on the offer are:

Acting: February 27, 2023 (12:00 am eastern time)

Design & Technology: February 27, 2023 (12:00 am eastern time)

Directing/Stage Management/Arts Leadership: March 6, 2023 (12:00 am eastern time)

Candidates are free to accept or decline an offer prior to these dates, if they wish.

After this 2-week period, recruiters may rescind their offer if a candidate has not formally responded. Additionally, after this date, offers may be made and responses required on a timeline of the program's choosing, though it is essential that the recruiting programs make these deadlines clear to candidates in writing and provide reasonable time for a candidate to receive and respond to correspondence.

In advance of the offer/acceptance period, recruiters should clearly communicate their specific application process, including the procedure and costs. They should also reiterate the date by which an answer is required, and advise whether a campus visit will impact the candidate's prospects for a formal offer.

Wait list policies must be clearly articulated. If a candidate is to be put on a wait list, there should be a date agreed upon when the candidate will be informed of an opening.

At the time that a candidate accepts an offer, the recruiter must positively inquire as to whether the candidate has previously accepted an offer from another institution subject to this policy and, if so, whether they have informed that program of their change of intent.

Candidates are free to accept or reject an offer at any time during the 2-week offer/acceptance period (see dates above). Should a candidate accept an offer and then change their mind during this period, they must immediately email this decision to the recruiter, and they will be released.

If the candidate changes their mind after the 2-week period, they must immediately request a written release from the recruiter, and should not be admitted to another program until this step is completed.

In late spring, URTA will send recruiters an offer/acceptance survey to complete. You are required to complete this survey, as providing this data allows us to retain records of success or challenges faced in the process and to track trends in MFA admittance. URTA is constantly adapting to changes in the field, in order to best serve our constituents. Your input is a vital part of this process. URTA maintains strict confidentiality of this information.

RECRUITING FOR SUBSEQUENT YEARS

A school recruiting at the URTAs for the academic year beginning in the fall, but who formally offers a candidate a place in the following, or subsequent year's class, must guarantee that offer until the date in the next year (designated by URTA) when candidates may be asked to respond to offers made in that year's cycle of recruiting.

A candidate is free not to respond to such an offer until the referenced date. A candidate is free to accept the offer but may change their mind over the course of the intervening year. The candidate must advise the school of any change in their plans. A school making such an offer must inform a candidate of their rights regarding the offer and provide them a copy of the related URTA memo on the policy. To avoid confusion, the offer should be memorialized in writing.

APPLICATIONS AND PROCESSING FEES

A primary intention of the URTA Auditions and Interviews is to provide candidates with a financially fair and equitable means of pursuing graduate training. However, some school administrations require a potential candidate to submit an application and pay a related application fee prior to allowing a department to consider the candidate for a position. URTA strongly urges member programs operating under such strictures to act responsibly and ethically in identifying candidates of serious interest to them before encouraging candidates to submit applications and pay application or processing fees in advance of program reviews and/or formal offers.

URTA APPLICANT/PARTICIPANT AGREEMENT

The undersigned voluntarily agrees to participate in the **URTA Auditions & Interviews** program sponsored by **The University Resident Theatre Association** from any date between January 14 – February 12, 2023.

The participant recognizes that **The University Resident Theatre Association** has not undertaken any duty or responsibility for their safety and the undersigned agrees to assume the full responsibility for all risk of bodily injury, death, disability, and property damage as a result of participating in the **URTA Auditions & Interviews**. The participant recognizes that some risk be assumed in participation.

The participant hereby states the following: I understand the risks involved in participating in the **URTA Auditions & Interviews** and willingly and voluntarily accept these risks including all risks related to exposure to COVID-19; I hereby surrender any right to seek reimbursement from **The University Resident Theatre Association** and its directors, officers, employees, volunteers and other agents for injury sustained and liability incurred during my participation in the activity described above; I warrant that I am not relying on any oral representations, statements or inducement apart from the statements made on this form.

Notice of Photography/Videography:

Photographs and/or video recordings may be taken at the **URTA Auditions & Interviews**. By taking part in this event, you grant the event organizers full rights to use the images resulting from the photography/video recording/screen captures, and any reproductions or adaptations of the images for fundraising, publicity, educational programming, or other purposes to help achieve the group's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. If you do not wish to be photographed or filmed please inform an event organizer.

Virtual Event Technology:

In the event of virtual recruitment, participants in the **URTA Auditions & Interviews** will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom, Acceptd (application system), and Whova (event app), and have access to stable internet, and a device with video/audio capabilities. The extent of these technology needs will be dependent on the participant's selected application area. Those with questions or concerns should reach out to an event organizer.

Data/Info Waiver:

By taking part in the **URTA Auditions & Interviews** you agree to your application materials, including your contact information, being shared with recruiting institutions participating in URTA, partners/sponsors of URTA, and for URTA's educational programming purposes. These organizations must make known their association with URTA when first making contact with you, and must provide an opt-out option for you to select for any future communication from their organization.

Health & Safety – COVID Protocols:

All in-person participants at the **URTA Auditions & Interviews** agree to adhere to masking and other health mitigation policies to be set by URTA, local governing authorities, and hosting venues. In addition, **URTA requests that all participants at in-person URTA Auditions & Interviews be fully vaccinated against COVID-19.** For individuals who are not vaccinated, please consider participating in the live-virtual URTA recruiting events.

URTA retains the right to shift the **URTA Auditions & Interviews** to a fully live-virtual event if URTA determines that health and safety concerns will prohibit an in-person gathering.

Force Majeure:

The University Resident Theatre Association (URTA) will not be held liable for loss or damages due to any delay or default in the delivery of and participation in the URTA Auditions & Interviews program, if such delay or default is caused by conditions beyond the control of URTA including, but not limited to, acts of God (such as severe inclement weather), fire, pandemic, wars, acts of terrorism, insurrections, labor union strikes, Government restrictions (including the denial or cancellation of necessary licenses, permits, exports, or other necessary documents), denial of travel, and/or any other causes beyond the reasonable control of URTA. Should any URTA program or event be canceled, postponed, or otherwise adversely impacted as a result of a force majeure event, URTA shall be under no obligation to refund payments already received. URTA will make all reasonable efforts to work with Clients to produce the program or event at a later date, in a different venue, and/or through a different delivery-method, subject to availability and feasibility to be determined by URTA. In the event of rescheduling, additional fees or requirements may be necessary and due to URTA and/or other event Vendors.

Candidate Changes/Cancellations:

Change Requests: Candidates are given the opportunity to provide schedule conflicts within the URTA application in order to avoid changes to their scheduled URTAs date. If a candidate should need to make a change to their scheduled URTAs date, requests should be made promptly in writing to theurtas@urta.com. While URTA makes best efforts to accommodate change requests, scheduling is based on availability, therefore not all requests can be accommodated. Any change requests received within 30 days of the start of the URTAs will incur a \$10 change fee. For the 2023 URTAs, this date is December 15, 2022.

Cancellation Policy: All cancellation requests must be made in writing to URTA at theurtas@urta.com. Cancellations made more than 30 days prior to the start of the URTAs will be refunded 100% of the amount paid, minus a \$32 cancellation fee. Cancellations made within 30 days of the start of the URTAs, or during the event (including no-shows) will not receive a refund. For the 2023 URTAs, 30 days prior occurs on December 15, 2022. All donations made to the Pay It Forward Candidate Award are non-refundable.

By registering for the URTAs, the participant confirms that they have read, understand, and consent to the terms of this participant agreement.

Heidi Turner
(303) 555-5427
heidi.turner@gmail.edu
www.heiditurneractress.com

HEIGHT: 5'7"
WEIGHT: 137

EYES: Green
HAIR: Brown
VOICE: Alto

EDUCATION

UNIVERSITY OF COLORADO, B.A. Theatre
Graduation Date: May, 2016 (GPA: 3.17)

THEATRE

The Tempest	Miranda	Univ. CO, Mainstage	Jason Russel, dir.
See How They Run	Ida	Univ. CO, Mainstage	Gina Giambattista, dir.
An American Daughter	Lyssa	Studio 300	Cran Mahood, dir.
Guys and Dolls	Sarah	Grange Theatre	Raphael Mendoza, dir.

APPLIED THEATRE

Destination Down	Performer	Site-specific-downtown Denver	Devised piece w/Teatro Abierto
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FILM & TV

Zombieland	Shopper	Sony Pictures	Kareem Wendell, dir.
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DIGITAL MEDIA

Extremely Bad	Raina	Lodge Studio	Mary Parrish, dir.
Balm in Gilead	Bonnie	Dept. of Theater digital prod.	Josie Skilton, dir.

SPECIAL SKILLS:

Singing: 5 Years study with Sandra Huffman
Dance: 10 years ballet/jazz/modern: Debbie Thornsberry, Joan Yell, Mallory Graham
Dialects: Standard British, Cockney, Southern American, Russian, French

AWARDS & HONORS:

2015 BEST ACTOR – Miranda, The Tempest Univ. CO, Mainstage
2013 Stratford Players Scholarship
2013 KCACTF Region III Finalist

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BUT KEEP IT TO ONE PAGE.
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JOSH BRADFORD
Lighting/Scenic Designer

415-555-9890
Jbrad08@gmail.edu
www.braddesigns.com

EDUCATION: Northern State University, BFA in Theatre Design, granted 2015

EXPERIENCE:

2017 Set Design, VIEW FROM A BRIDGE, Paul Kape, (dir.), Lakeview Summer Theatre
2017 Lighting Design, PROOF, J. Morse (dir.), NSU Mainstage
2016 Lighting Design, THE TEMPEST, J. Morse (dir.), NSU Mainstage
2016 Lighting Design, A LESSON FROM ALOES, L. Cameron (dir.), Tiffany Theatre
2016 Lighting Design, MUCH ADO ABOUT NOTHING, J. Morse (dir.), NSU Mainstage
2015 Lighting Design, THE REAL THING, J.J. Gerard (dir.), NSU Second Stage

RELATED EXPERIENCE:

2016 Asst. Lighting Design, FIDDLER ON THE ROOF, Todd Preste (des), Fern Theatre
2016 Research Assistant, THE LARK, K. Bellows (des), NSU Mainstage
2016 Master Electrician, A MIDSUMMER NIGHT'S DREAM, Trini Rees (des), NSU Mainstage
2015 Asst. Lighting Designer, BUT FOR THE GRACE OF GOD, Leslie Meeks (des.), NSU Mainstage
2014 Lighting Assistant, PRODUCTION, Paul Kape (des.), Germane Theater Co.
2014 Board Operator, PRODUCTION, Lowell Feezback (des.), BridgemonTheatre

RELATED SKILLS AND INTERESTS:

Painting, photography, audio engineering, welding and carpentry. Fluent in French, computer literate (PC & MAC), enjoy travel.

AWARD(S):

2017, NSU Theatre Student of the Year
2016, KC-American College Theatre Festival, Recognition Award

REFERENCES:

Paul Kape	J. Morse	Leslie Meeks
Associate Prof.	Artistic Director	Head of Design
Northern State Univ.	Bridgemon Theatre	Northern State Univ.
415-555-1212	215-555-3478	209-555-4418
pkape@hotmail.edu	morsejon@aol.edu	notmeek@limebot.edu

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SANDY RELATRAVA
DIRECTOR
212-555-1130
allrelative@gmail.edu
www.sandydirects.com

Directing Experience

<i>The Foreigner</i>	Larry Shue	Warehouse Theatre
<i>On the Verge</i>	Eric Overmeyer	Jonestown Playhouse
<i>Hello Out There</i>	William Saroyan	JMU Mainstage
<i>Extraordinary Measures</i>	Eve Ensler	JMU Studio Theatre
<i>Cloud Nine</i>	Caryl Churchill	Ridge Community Theatre
<i>Henry V</i>	William Shakespeare	JMU Mainstage

Assistant Directing

<i>Our Town</i>	Thornton Wilder	Madison Civic Theatre
<i>Pirates of Penzance</i>	Gilbert & Sullivan	Virginia Shakespeare Festival
<i>Twelfth Night</i> (ASM)	William Shakespeare	JMU Mainstage
<i>Wind in the Willows</i>	10 wk tour (upper Midwest)	Robin Hood Players
One Act Play Festival (PSM)	Student Originals	KCACTF Region IV

Related Experience *(include experiences which might be useful in the area you are recruiting)*

Fight Choreographer & Broadsword, Foil, Hand-to-Hand
Piano (13 years), Guitar, Juggling
Stage Manager for TFYA theater festival, 7 years.

Training

Columbia University -Director Symposium; J. Hirsch, R. Foreman, summer 2011
Williamstown Summer Theatre, Directing Intern, 2010
Stage Combat Workshop, D. Moomaw, 2009
James Madison University (JMU), BA Theatre 2009

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JOHN F. JONES
212-123-4567
johnfjones@gmail.edu
www.johnjones.com

Education

Wagner College. BA in Arts Administration
Graduation Date: May, 2016

Professional Experience

Urban Stages, Development Intern September 2015- May 2016

- Duties: Reviewing daily and weekly publications for prospects, providing ticketing assistance to patrons, writing acknowledgement letters, and assisting with event planning and specific projects.

Prospect Arts, Marketing Intern January 2015- August 2015

- Duties: Development of a strategic marketing plan, assistant to the Director of Marketing in preparation of 5 productions.

The Brooklyn Community Theatre, Box Office Assistant June 2012-August 2014

- Duties: Assisting the Box Office Manager with day to day operations, ticket processing, coordinating usher scheduling, assisting with production preparation and execution.

Highlights from Performing/Directing Resume

<i>Doubt</i>	Assistant Director	New York Civic Theatre
<i>Hamlet</i>	Assistant Director	Virginia Shakespeare Festival
<i>Our Town</i>	George Gibbs	Wagner Mainstage

Skills and Related Experience *(include experiences which might be useful in the area you are recruiting)*

Highly skilled in the use of computers and the Internet, including Microsoft Word, Excel, and Outlook. Experience with various Database software.

Honors and Awards

2016 Wagner Theatre Student of the Year
Brooklyn Community Arts Scholarship Recipient

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