



## APPLICATION REQUIREMENTS & PROCEDURES

We are currently accepting applications for the 2016-2017 Apprenticeship Program

### Admission Requirements

- A demonstrated passion for narrative design
- A demonstrated desire to collaborate with others in a professional working environment
- A demonstrated experience and/or educational background relating to the discipline of design for the narrative arts (film, Theater, digital media, architecture)
- The ability to supply an online portfolio (submission) materials conveying skill and experience
- 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. SIGNED SUBMISSION AGREEMENT – Please print out, sign and scan as a PDF (you will be asked to upload the signed agreement at the end of the online application)

Please label your PDF: Last Name\_ First Name\_

2. 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 Philosophy regarding their understanding of the profession of design for the moving image and themed design industries.

This statement should be focused and a thoughtful demonstration of the applicant's personal thinking. Please label your PDF: Last Name\_ First Name\_

3. RESUME – Your resume should detail your professional work and education to date (save as PDF). Please label your PDF: Last Name\_ First Name\_

### 4. LETTERS OF RECOMENDATION

Letters (two maximum) must be collected by the applicant (save as PDF)

Please label your PDF: Last Name\_ First Name\_

- Recommendations 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

### 5. SUPPORTING VISUAL PORTFOLIO MATERIALS

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 elect 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\_

6. PERSONAL WEBSITE LINK (optional)

A link to the applicant's personal design website is welcomed but optional

7. MEDIA TRAILERS (optional)

Vimeo or You Tube link to up to three separate 60-second trailers may be included

8. APPLICATION FEE

There is a fee of \$50 (U.S.) required for application processing and staff administration

APPLICATION DEADLINE

Completed applications must be uploaded no later than Friday, April 29<sup>th</sup>. Applications will not be accepted after this date. Notifications will be sent out on Monday, May 16<sup>th</sup> - 18<sup>th</sup> informing up to ten 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. Ten applicants will be invited into the final round for program consideration to be held in June, 2016, at the offices of the Art Directors Guild in Los Angeles, California. Of the ten finalists, two will be chosen to participate in the 2016-2017 program. Should you not be included, you may re-submit your materials on March 1<sup>st</sup> of 2017 for the 2017-2018 program. 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.