

# United Scenic Artists • Local USA 829, IATSE

• REPRESENTING •

Art Department  
Coordinators

Art Directors

Computer Artists

Costume Designers

Lighting Designers

Production Designers

Projection Designers

Scenic Artists

Scenic Designers

Sound Designers

• FOR •

Major & Independent  
Motion Pictures

Network & Cable TV

Broadway &  
Regional Theatre

Opera

Ballet

Commercials

Industrial Shows

Special Events

• AND MORE •

## COMPUTER ARTIST EXAM INFO — EASTERN REGION

Dear Applicant,

The following items must be submitted to the Computer Artist Committee and the Union office by the appropriate deadlines, as specified on the separate Date Schedule (available at [www.usa829.org](http://www.usa829.org)).

- A. One (1) Completed Application
- B. Five (5) Copies of Completed Production Questionnaire
- C. Five (5) Copies of Current Résumé
- D. Three (3) Letters of Recommendation from Professionals and Academic Contacts
- E. Five (5) Self-addressed Adhesive Mailing Labels
- F. One (1) \$200.00 Personal Check *only* for combined Filing & Exam Fees, made payable to: United Scenic Artists Local USA 829

## EXAM & PORTFOLIO ITEMS

The Exam for the Computer Artist category will consist of an Interview/Portfolio Review, a Complete Project being an essential part of your portfolio, letters of recommendation and your résumé. A panel of 3 to 5 judges chosen from the current United Scenic Artists membership will review your work.

Your portfolio should be in hard copy form and/or on video tape. The Union is not equipped to view electronic files or slides. If you wish to show electronic files, you must provide a laptop computer of your own. You will be allowed approximately 20 to 30 minutes for your review. Arrange the presentation of your portfolio to demonstrate your abilities in the best way possible. No limit is placed on the number of projects you may present. However, we recommend that you present your best work first in case you run out of time.

## THE COMPLETE PROJECT

The Complete Project is an essential part of your portfolio, and should be something entirely of your own. The purpose of the Complete Project concept is to make sure that you can generate and/or gather all the information necessary to show the judges that you're knowledgeable and capable as an artist of completing a project for production. The Complete Project should include all



29 West 38<sup>th</sup> Street  
15<sup>th</sup> Floor  
New York, NY 10018

tel: 212-581-0300  
fax: 212-977-2011

[www.usa829.org](http://www.usa829.org)

reference material that you prepared yourself or gathered from another source. If your project includes a scanned-in photograph for manipulation, we want to see the original photograph. If you made sketches, drawings, paintings, illustrations, etc., of your own for reference or for scanning or other use in your project, we want to see them. If you used artwork from other sources, i.e. clipart, drawings or textures from a library for manipulation, let us know what you did to change the look. Let us see the “before and after.” Document the programs used, and tools used within those programs. If all the artwork was created directly in the computer, create step-by-step files printed in hard copy or for electronic viewing to give the judges an opportunity to see how you approached and executed a project. Remember, you must provide your own laptop for electronic viewing.

Often, when working on the job, you receive assignments that don't reflect your total or true abilities as a computer artist, or you only executed some part of a project, or budget constraints didn't allow a greater expression of your talent, or you don't have access to all reference materials or step-by-step files needed to document a complete project. If you feel this is the case, then create a Complete Project of your own choosing for your portfolio. The Complete Project presented does not have to be a project executed in the workplace.

## THE PORTFOLIO

Your portfolio as a whole should show variety. Judges need to see projects that reflect your résumé, and pieces of this type should be included, but again you may feel that these don't reveal your true or full abilities. If this is the case, add pieces of your own choosing or expand on an already existing piece.

At all times when presenting your portfolio, you should be prepared to discuss what programs you used, the nature of these programs if necessary, and how you arrived at the results. Sometimes this can be difficult unless you're actually sitting at a computer working with the tools in a given program. We suggest that you review in your own mind what it is you want to say about each piece. Write it down if you feel that will help.

Although it's mandatory that your Complete Project portfolio piece includes reference material and step-by-step procedures, it's a good idea to include items of this nature for other projects in your portfolio when possible. If your portfolio includes reference material that you prepared yourself or gathered from another source and used in other portfolio projects, please arrange your reference material according to each project.

## PRESENTATION

Your Interview is the only time you have to convince the judges of the range of your knowledge, skills and experience as a Computer Artist. Choose projects that you feel demonstrate your best work and present as wide a range of your abilities as possible. Beyond the Complete Project, try to provide as

much documentation for each portfolio project as possible. There is no limit on the number of projects you may show, but bear in mind that you have limited time to present your portfolio. Try to be organized and efficient. Don't get caught up in too much storytelling or unrelated information about a project. This is your time to convince the judges that you're capable of conducting yourself as a professional in the workplace.

After your presentation, you will be asked to leave the room while the panel takes some time in private to make an evaluation. After they have finished, you will be given time to collect your work. No portfolio is to be left at the Exam site.

The decision of the judges is final. Once the review has been completed, you will be notified of the results by mail, usually within two weeks following the Interview. The panel's recommendations for membership are subject to final approval by the General Membership on the floor of the first USA 829 meeting following completion of the Exam. If you have not received notification of Exam results within one month of your Interview, please contact one of the Committee members below.

### INITIATION FEES

The Initiation Fee for new Computer Artist Members is \$1,500.00 (the standard full Initiation Fee of \$3,500.00 minus the Exam Rebate of \$2,000.00). There is an IATSE processing fee of \$100 plus your first quarter's dues and additional fees totaling approximately \$280. All of these dues and fees are to be paid before your initiation, and must be paid *within three (3) months of being notified* of the recommendation for membership. After three months the applicant's membership recommendation will be forfeited. **Please do not apply if you cannot afford to pay the full initiation and IATSE fees within three months of being recommended for membership.** The maximum initiation for any USA 829 category joined via Exam is \$1,500.00. Should you add another category via Exam/Interviews (at any time), you can do so without paying an additional Initiation Fee, because the *maximum total Initiation Fee is \$1,500.00*. Current members who add the Computer Artist category will therefore owe no additional initiation.

Should you have any questions, *do not call the Union office!* You may call:

**Bill Barclay** at **212-222-8122** (evenings & weekends)  
**Joseph Tenga** at **718-545-6036** (evenings & weekends)

We wish you good luck.

**THE COMPUTER ARTIST EXAM COMMITTEE**