

# 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 •

## SCENIC DESIGN EXAMINATION INFORMATION – WESTERN REGION

Dear Applicant,

The IATSE Local USA 829 Scenic Design Examination is a Portfolio Review for admitting those individuals who earn a living by designing scenery professionally, and those who possess employable skills as a scenic designer or assistant scenic designer. The applicants we are looking for can be found working professionally as designers in the Western Region in theatre, regional theatre (LORT), dance, opera, concerts, cabarets and industrial shows. Since the Union is a professional organization, students are advised not to make application until **after their final year of studies**. The union recommends that applicants have either graduate training (usually an M.F.A. degree) in scenic design or the equivalent in training and experience.

The following items must be submitted to the exam committee:

- One (1) Completed **application form** (available on website)
- One (1) Copy of your current **résumé** (including specific history of employment)
- Three (3) **Letters of recommendation** (form is available on website) from professional contacts. These contacts can include scenic designers, directors and/or producers. **Letters of recommendation must be sent directly from the person writing them.**

All materials should be sent to the committee c/o **Monique L'Heureux** via email to: [WestExam@usa829.org](mailto:WestExam@usa829.org). Please contact Ms. L'Heureux – 323-965-0957 – for all pertinent deadlines, or with any questions about the application process.

In addition to the above, a **non-refundable check** in the amount of **\$75.00** payable to **United Scenic Artists** should be mailed to Ms. L'Heureux at the Western Regional office (see address below left). This amount covers the application/résumé review. If your application moves on to portfolio review, you will be asked to send an **additional non-refundable check** in the amount of **\$125.00** for the portfolio review. Please be sure to include a copy of your application form with each check.

## OUR REVIEW OF YOUR PORTFOLIO

The optimal way to review your work is electronically. For example, if you have a website with examples of your work we can direct the members of our Portfolio Review Committee to it. We may ask you for additional information to demonstrate your understanding and abilities in scenic design.

We ask that you submit a portfolio of **complete designs for two (2) produced productions**, with at least one being a multi-set production or a unit set with three or more phases. Include the following:

- **Research** – Sketches, renderings, photographs, and any other materials you used to communicate your ideas and concept to your director and collaborators.



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

- **Drawings** – PDFs of CAD drafted ground plans with storage indicated (hand drafting is acceptable and may be scanned and submitted), along with sections and design elevations.
- **Photos of color models.**
- **Painter's elevations** must be in PDF or JPEG format.
- **Color renderings** and/or black & white sketches.
- **Photos of produced work**; not to exceed ten (10) in number. All electronically submitted photos must in JPEG format (72 dpi is usually sufficient).

All photos and computer-assisted work must be submitted in JPEG or PDF format. Please calibrate your PDFs and JPEGs so that no single photo or file is over 1 MB (use the resize option in Photoshop or Adobe Acrobat). You may send multiple emails as long as you number them in the subject field (i.e. Mielziner application #1, etc.). You may also post your submissions to a website for download. Be sure to include any password information and again please: no files over 1 MB and .PDF or .JPEG format only.

Most importantly, we need to know you can clearly communicate your design intention and direction to producers and directors.

If you cannot submit electronically or do not have a website: you may submit all of the above to the Los Angeles office as hard copies. For all hard copies submitted, please do not send originals. Color Xeroxes or photocopied paperwork will be accepted. If you'd like the material returned to you, please include the appropriate prepaid self-addressed labels.

For all the drafting above, 1/2" scale is preferred, but 1/4" is acceptable for floor plans of produced designs. No photocopied reductions of drafting will be accepted; only folded blue- or black-lines please. Photographs may be high-resolution color photocopies.

Please be very selective in preparing your portfolio. Select what you consider to be your strongest work, and order the submitted projects by importance from most important to least. Please label your submitted design photos clearly by title, and to the extent possible, indicate the theatre venue and/or producing organization, and the date of the production for each design.

If you have any questions about the Exam, you may contact:

Monique L'Heureux • E-mail: [WestExam@usa829.org](mailto:WestExam@usa829.org) • Phone: 323-965-0957  
Larry Metzler • E-mail: [WestExam@usa829.org](mailto:WestExam@usa829.org) • Phone: 818-501-6428

Note: your initiation and IATSE fees **must be paid within three (3) months of being notified of the recommendation for membership**. After three months, your 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. Current fees can be located at [www.usa829.org](http://www.usa829.org) under Membership > How to Join (Examination/Portfolio Review section).

Thank you for your interest in IATSE Local USA 829.

Sincerely,

**THE WESTERN REGION SCENIC DESIGN PORTFOLIO REVIEW COMMITTEE**