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# BC Arts Council Scholarship Program

## Portfolio Requirements Booklet

This document outlines the portfolio requirements for the BC Arts Council Scholarship application by area of practice. Portfolio materials must correspond to the following guidelines in order to be made available during adjudication. Please see the Guidelines and Application form document for more information on the application requirements.

Portfolio materials are the most significantly weighted part of the application evaluation process in this competition. Samples of work should best demonstrate the applicant's abilities, progress and potential according to program guidelines.

- Do not submit work in binders, or presentation folders. Materials should not be bound or stapled.
- Each submission must be clearly marked with the applicant's name (as part of file name if submitting files).
- Do not send original artworks in any medium.
- The applicant should be clearly identified in any group work.
- It is up to the applicant to select the portfolio platform within the parameters of the discipline which most appropriately shows their work. Please consult with the Program Officer if a combination of material types better suit the nature of the work.
- Written information to support portfolio sample(s) is captured in the Portfolio Inventory on the application form.
- Excess support material will not be shown during adjudication and may disqualify an application.
- For work in a specific cultural context, please explain your relationship and how appropriate protocols are being addressed. If your practice includes Indigenous expression, please consider the following: "Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions" (See Considering Cultural Context section of the Guidelines for more information)
- The majority of a candidate's artistic work submitted in support of this application must have been produced, created, performed or completed within the past year.

### METHOD OF PORTFOLIO SUBMISSION:

#### NOTE: application form must still be mailed

**Preferred:** Files under 700MB should be submitted directly through the BC Arts Council website at <https://webfiles.econ.gov.bc.ca>. File names must include the name of the applicant (last name followed by first name as per below).

Larger files and video can also be submitted via Vimeo (<https://vimeo.com/>). You may choose to password protect your submission and we require that it stay live from April 30<sup>th</sup> until August 30<sup>th</sup>. For details on compression see <https://vimeo.com/help/compression>. Include the hyperlink and password (if necessary) on the Portfolio Inventory section of your application form.

**Alternate:** Samples may also be submitted by mail on a USB flash drive, CD, or DVD. Submissions must be compatible with VLC Media Player. Please ensure that all files submitted are independent and do not require plug-ins.

**Naming:** Please label each file with:  
SURNAME, GIVEN NAME, ORDER NUMBER, and TITLE OF WORK  
(ex. SmithSara01Painting.jpg).

The order number will ensure the works are presented chronologically and follow your Portfolio Inventory list. Do not put any special characters or symbols or quotation marks (e.g. #?\_”&| ...) in the file name. Include the extension in the file name.

**Do not submit compressed files**, or any material requiring software, plug-ins, extensions or other executables to be downloaded or installed.

Before submitting, test the materials to make sure that they are readable and of good quality. It is the responsibility of the applicant to ensure all portfolio submissions arrive intact and in a readable format. Please ensure that your portfolio materials are packaged in such a way as to protect them from damage. **Test all files for sound and quality before sending.** Poor-quality images and recordings adversely affect the application’s chances of success.

## PORTFOLIO TYPES

### Digital Images

All digital images must be in .jpg format.  
Suggested **minimum** parameters for each image:  
Resolution 72dpi  
1024x768 pixels  
500K

The following image formats are not accepted: PowerPoint, PDF, slideshows.

### Video and Audio Files

Works should be indexed for each sample. On the Portfolio Inventory, for each work:

- indicate the timecode at which you wish the committee members to start their viewing/listening or any specific sections you want to draw their attention to
- provide information to identify the applicant in any group material.

### Writing samples

Writing portfolios must be double spaced in 11 pt font on plain, single-sided white paper without staple(s) (if submitting printed copy) and may be submitted as printed material or as a .PDF.

Papers and essays will be evaluated on the basis of clarity of ideas and quality of writing, including correct spelling and grammar.

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## ARTS ADMINISTRATION & COMMUNITY-BASED ARTS PRACTICE

- A curriculum vitae (CV) outlining relevant experience in arts administration or community arts practice.
- A paper or essay, published or unpublished, in the area of arts administration or community-based arts practice, which deals with issues of concern in the field. Must not exceed 10 pages.
- Community-Based Arts Practice applicants may also include visual or audio documentation of relevant projects (catalogued on the Portfolio Inventory).

## CONSERVATION STUDIES

- A curriculum vitae (CV) outlining relevant experience.
- A paper or essay, published or unpublished, in the area of conservation, that deals with issues of concern in the field not to exceed 10 pages, **and/or** documentation of a conservation project, not to exceed five images (catalogued on the Portfolio Inventory).

## MUSEOLOGY

- A curriculum vitae (CV) outlining relevant experience.
- A paper or essay, published or unpublished, in the area of museology, that deals with issues of concern in the field. Must not exceed 10 pages.

## CURATORIAL STUDIES

- A curriculum vitae (CV) outlining relevant experience.
- A proposal for an exhibition of 3 to 5 pages that discusses the concept, design, installation, and interpretation of the exhibition. Be specific about the venue (fictitious or actual) in which the exhibition will be presented and how it extends the mandate of that particular venue.
- Additional materials may be included. Visual documentation not to exceed 12 images (catalogued on the Portfolio Inventory).

## CREATIVE WRITING

- Portfolios must not exceed 20 pages. Additional pages will not be reviewed. Works do not have to be published. For excerpts please include a paragraph for context as part of the Portfolio Inventory description and an up to 1 page summary as part of the 20 pages of written work.
- Applicants should submit the best sample(s) of current work representing the focus of their studies. This may consist of any of the following genres or a combination thereof not to exceed the maximum (see above):

**Non-fiction/fiction:** 1 - 3 short stories or 2 - 3 chapters from a novel with a one-page synopsis of the remainder (synopsis is included in word count)

**Poetry:** 12 poems

**Playwriting (including screenwriting):** a completed one-act play or excerpt from a full-length play with a one-page synopsis of the remainder

**Graphic novel:** up to 20 pages with a 1 page synopsis (synopsis is included in page count)

**Spoken word:** up to 20 pages and a recording (see Theatre-Acting requirements in the portfolio section)

- Playwriting and screenplay applicants must submit in addition to their play, a letter of assessment of that work from a theatre or screenwriting specialist.

Portfolio must be submitted in the formats outlined in the PORTFOLIO REQUIREMENTS section pages 1-2. This includes specifications for images, video, audio and writing samples.

## DANCE

- A sample of recent work (completed within the last year), no more than 10 minutes in length with components outlined below. Selections should provide a variety of material with full movement and ensure that the entire body, including the feet, can be seen. Dancers should wear light-coloured leotards and avoid wearing costumes so that body movement can be observed clearly.
- A video introduction stating name, level of study and current school or institution of study.
- Each applicant must submit an individual portfolio recording. The BC Arts Council will not review groups of applicants on one recording. If dancing in a group be sure to clearly identify yourself.
- Live performance samples are often not desirable because of distance, light levels, and quality of documentation. For this reason, all samples of work may be recorded in-studio. Do not dub sound over movement.

### **Classical Ballet to include:**

- *No more than 1 minute of barre exercise providing various views, and additionally, 2 minutes of exercises in the centre; and*
- *3 samples of choreography or excerpts from the classical repertoire. Some pointe work is essential for dancers aged 14 or older. Interpretive movement/improvisation is recommended and an opportunity to show the applicant's personal artistry (bare feet optional). Ensemble stage production samples are not recommended.*

### **Contemporary Ballet to include:**

- *A short demonstration (2 to 3 minutes) of daily technical work (barre and centre), demonstrating your technical range, control, suitability and capacity for your level, the dance form you are studying and your career trajectory and interests in contemporary ballet; and*
- *3 samples: a solo repertoire, an in-studio performance excerpt, and improvised movement (recommended to demonstrate personal artistry). Ensemble stage production samples are not recommended.*

### **Contemporary and modern dance and other disciplines/forms to include:**

- *Methodical development and progression of contemporary technical class work (including a range of exercises demonstrating competency in all areas listed: floor work, standing/centre work, and across the floor ) (2 to 3 minutes); and*
- *Solo repertoire, improvised movement, and an in-studio performance excerpt. Ensemble stage production samples are not recommended.*

### **Choreography:**

- *Provide two contrasting samples of work. The samples may be complete works or excerpts, and should demonstrate how the applicant's choreographic ideas are developed. If the applicant is an interpreter as well as a choreographer, one sample should consist of work performed by other dancers.*

### **Study Levels For Ballet Students**

<b>Junior</b>	<p><b>Cecchetti/RAD:</b> Grades 1 to 5, Pre-elementary, Elementary, Intermediate, Advance Foundation, Advanced 1</p> <p><b>Royal Winnipeg Ballet School/Russian:</b> Levels I-V</p> <p><b>National Ballet School:</b> School Grades 5 to 9</p>	<b>Senior</b>	<p><b>Cecchetti/RAD:</b> Advanced 2, Solo Seal Award</p> <p><b>Royal Winnipeg Ballet School/Russian:</b> Levels VI, VII</p> <p><b>National Ballet School:</b> School Grades 10 to 12</p>
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Portfolio must be submitted in the formats outlined in the PORTFOLIO REQUIREMENTS section pages 1-2.  
This includes specifications for images, video, audio and writing samples.

## CONTEMPORARY APPLIED ARTS: DESIGN AND CRAFT

- A maximum of 12 high-quality digital images. Portfolio material should emphasize work completed in the past year; with **most recent work presented first in the sequence of images**. Where appropriate, video recordings can be included: a 5 minute video counts as four images.
- If appropriate, design students may provide a PDF portfolio offering comprehensive projects or concepts to a maximum 10 pages.

**NOTE:** *Applicants pursuing studies in design (graphic design, visual design such as for gaming, industrial design, etc.) or in functional/utilitarian craft practices (clay, jewellery/metal arts, wood, fiber, etc.) will be adjudicated in this category.*

*Craft artists may choose to come to Visual Arts or Contemporary Applied Arts depending on the expertise and discourse best suited to evaluate their work. See [Scholarship FAQs](#) for more information.*

## MEDIA ARTS

- Recording of 2-3 complete works or excerpts totaling a maximum of 10 minutes. Works should have been completed within the past two years and demonstrate creative control. When a collaborative project is submitted, a second sample of work directed by the individual applicant should be provided. Format provided must meet the “PORTFOLIO PLATFORMS” section requirements, or may also be 16 mm film (silent or optical track). Prints with split reels must have a 3” core.

**NOTE:** *No work prints or double system sound tracks will be accepted. The Council is unable to view samples on Beta Format or 8mm film. Provide specifications on equipment needed to view the film/video on the Portfolio Inventory. Always view portfolio materials prior to submission. Should you be unclear if the application falls under media arts or visual arts, please consult the [Scholarship FAQs](#).*

## MUSIC

- Three selections as outlined below. Work must have been produced within the last year, preferably the last 6 months.
- Performance recordings should be of the best possible sound quality, cued/indexed as indicated on the Portfolio Inventory, and unedited. Test recordings by listening to them before submission, preferably on a different platform/device than the one used to create/copy them.
- Please submit complete movements or works; however, due to time constraints, juries will be unable to listen to works in their entirety.

### **Composition:**

- *Three original compositions demonstrating the applicant's technical and stylistic abilities.*
- *Please provide a copy of scores for each selection (scores must be provided as either an electronic file(s) or four printed copies).*

### **Performance:**

#### **INSTRUMENTALISTS:**

- *Three contrasting selections that demonstrate the applicant's technical, stylistic, and interpretive abilities, including one Canadian work. Samples should select a range of different composers, styles, eras and/or tempi. Ensemble work is advisable only if the applicant's part in the ensemble is of a solo nature and readily distinguished from the rest of the ensemble.*
- *Applicants studying collaborative piano should provide three accompanying or chamber music examples that convey a range of technical, stylistic and expressive situations.*

#### **VOCALISTS:**

- *Three recordings providing a survey of the applicant's technical, stylistic and interpretive abilities, including one Canadian work. It is expected that selections are sung in appropriate languages – ordinarily, classical singers will provide at least one selection in a language other than English.*

### **Conducting:**

- *Three video recordings providing a survey of the applicant's technical, stylistic and interpretive abilities. It is advisable to record the conducting so that the viewers can see both the ensemble and the conductor.*
- *Each sample should be accompanied by a statement of the applicant's interpretive objective for the work selected.*
- *One sample should show the conductor working with the ensemble in rehearsal to achieve the interpretive objective.*

Portfolio must be submitted in the formats outlined in the PORTFOLIO REQUIREMENTS section pages 1-2. This includes specifications for images, video, audio and writing samples.

## THEATRE

### **Performance**

- 3 distinct works which demonstrate a range of styles (ballad, up tempo, comedy, etc.), not exceed 10 minutes in cumulative length. In any scene, the applicant must play a principal role. One sample work must be an audition-style presentation, filmed in studio for portfolio or audition purposes. A combination of distance and close-up shots is recommended.
  - *Acting applicants are encouraged to include a classical work and must include one monologue.*
  - *Musical Theatre applicants are encouraged to demonstrate abilities in singing, dancing and acting; one sample must include acting only.*
- Applicants are encourage to include Canadian content in their submission.

### **Directing (for theatre. If applying for film directing see Media Arts):**

- A video recording containing two short scenes or excerpts, one classical and one contemporary, directed by the applicant and completed within the past year. The cumulative duration of recorded samples must not exceed **10** minutes.
- A Concept Statement about the work submitted. These concept statement(s) should not exceed two double-spaced pages in total.
- Notated scripts to accompany each selection.
- A concise Director's Statement, no more than one double-spaced page telling the adjudicating committee why the applicant selected the portfolio excerpts for the application. Applicants should ensure that this statement is clearly labelled.

### **Technical and Design:**

- Design applicants (sound, lighting, set, costume) should provide written design concept statements relating to the submitted samples of work (requirements listed below). These concept statement(s) should not exceed two double-spaced pages in total.
- Applicants majoring in technical and design aspects of theatre should provide samples of work from no more than two of the formats below. Where possible, please include video of work in production as one of your submitted samples. Applicants are encouraged to include and identify samples of the same work at both the concept phase (ie. costume drawings, models, lighting plot, etc.) and in production (ie. production stills or video, etc.) where possible.
  - VIDEO:
    - A recording of the applicant's work in production. Maximum length: 10 minutes.
  - IMAGES:
    - 12 digital images including both course work and productions.
  - AUDIO:
    - No more than 5 minutes in length. No DAT or audio tapes will be accepted.
  - OTHER:
    - From costume and set design applicants: a design portfolio.
    - From stage management applicants: a prompt book OR archival video with audio of applicant calling the cues.

Portfolio must be submitted in the formats outlined in the PORTFOLIO REQUIREMENTS section pages 1-2.  
This includes specifications for images, video, audio and writing samples.

## VISUAL ARTS AND CRAFTS

### **General:**

Portfolio requirements for visual arts and crafts applicants consist of high-quality digital images (.jpgs) and in some cases, video recordings. In exceptional circumstances, hard copy documentation or slides of images may be permitted. Specific requirements are outlined below.

Portfolio material should emphasize work completed in the past year; with **most recent work presented first in the sequence of images**. Do **not** send original artworks in any medium or still images in presentation formats (such as MS Powerpoint).

Applicants are strongly encouraged to check the quality of their submissions as poor-quality images adversely affect the application's chances of success.

**Portfolios must not exceed 12 images. If they do, the BC Arts Council will only view the first 12.**

### **2-D: Painting, Drawing, Printmaking, Photography, Conceptual Craft etc.:**

- a maximum of 12 images. Images based on sketchbook materials are discouraged.

### **3-D: Installation, Sculpture, Performance, etc.:**

- a maximum of 12 images, which may include multiple views of each installation/piece (each view counts as 1 image), or
- if installation involves movement or sound, a **recording** should be used to document the work (maximum 5 minutes, cued to the start of the segment).
- for installation work, where possible, provide a shot of the complete installation in addition to multiple views and indicate scale.

For submissions that combine recordings and still images, a single 5 minute video counts as four images.

### **Integrated/New Media:**

- Submit **one** of the following:
  - single frame material (12 images max)
  - motion running video (5 min max)
- Should you be unclear if the application falls under media arts or visual arts, please consult the [Scholarship FAQs](#).