

Behind-the-Scenes Awards - Portfolio and Interview Assessment Rubric

CREATIVE ROLES: Includes Direction, Choreography, Set Design, Lighting Design, Hair/Makeup Design,

etc. <u>CRITERIA</u>	PROFICIENT	SKILLED	ADVANCED	MASTERY
PLANNING AND RESEARCH	<ul style="list-style-type: none"> Missing sense of organization Minimal effort towards research or information gathering 	<ul style="list-style-type: none"> Lacking organization Some attempt to research or gather information. Draws on personal experience <u>or</u> outside sources 	<ul style="list-style-type: none"> Solid organization Gathered a great deal of information, including from both personal experience <u>and</u> additional outside sources. Draws thoughtful conclusions from their findings 	<ul style="list-style-type: none"> Exceptional organization Gathered a great deal of information, including from both personal experience <u>and</u> additional outside sources. Findings significantly shape plans and overall vision
INTERPRETATION AND DESIGN	<ul style="list-style-type: none"> Lacks a cohesive and meaningful concept for the production Work shows little or no understanding of the musical Lack of precision and clarity of designs 	<ul style="list-style-type: none"> Sometimes a cohesive and meaningful concept Work shows a fair understanding of the musical Limited precision and clarity of designs 	<ul style="list-style-type: none"> Mostly cohesive and meaningful concept appropriate to the production Work shows a good understanding of the musical Consistent evidence of precision and clarity of designs 	<ul style="list-style-type: none"> Concept is cohesive and meaningful, completely appropriate to the production Work shows an excellent understanding of the musical Exceptional precision and clarity of designs
EXECUTION	<ul style="list-style-type: none"> Accuracy of details is not present Dramatic elements rarely work to establish meaning, i.e. character, time, location, and mood of the piece 	<ul style="list-style-type: none"> Accuracy of details is sometimes present Dramatic elements occasionally work to establish meaning, i.e. character, time, location, and mood of the piece 	<ul style="list-style-type: none"> Accuracy of details is mostly present Dramatic elements work to establish meaning, i.e. character, time, location, and mood of the piece 	<ul style="list-style-type: none"> Strong accuracy of details all the time Dramatic elements perfectly work to establish character, time, location, and enhance the mood of the piece
PROBLEM-SOLVING AND UTILIZATION OF RESOURCES	<ul style="list-style-type: none"> Did not persevere in the problem-solving process when difficulties arose Available resources rarely used effectively 	<ul style="list-style-type: none"> Demonstrated some willingness to give effort when obstacles arose Available resources used somewhat effectively 	<ul style="list-style-type: none"> Consistently demonstrated willingness to give effort when obstacles arose Effectively used available resources most of the times with moments of creativity and efficiency 	<ul style="list-style-type: none"> Approached difficulties or obstacles as opportunities and worked through them towards the goal Effectively used available resources; demonstrated creativity and efficiency

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Creative Roles

Possible Interview Questions:

Tell me about how you approached your role.

How did your work support the overall vision for your school's production?

What steps did you take to organize your work?

How did you prepare for your work? How did you formulate your ideas?

What steps did you take to make sure your work was accurate?

Tell me about the biggest challenge or complex issue you encountered with the show. What did you do to address it? What was the outcome?

Are there particular details in your work of which you are particularly proud? Why do these stand out to you? How did they support the story you were trying to tell?

What resources were available to you? What challenges or opportunities did your available resources pose?

What did you learn through this process? If you were to do it again, what would you do differently?

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TECHNICAL ROLES: Includes Stage Management, Technical Direction, Board Operations, etc.

CRITERIA	PROFICIENT	SKILLED	ADVANCED	MASTERY
PLANNING AND PREPARATIONS	<ul style="list-style-type: none"> Minimal effort towards preparing for role. Limited practice and organization Minimal thought given to how to handle the "unexpected" (light board freezing, sound system failure, etc.) 	<ul style="list-style-type: none"> Some attempt to prepare for role, including practice and the development of some organizational tools Little thought given to how to handle the "unexpected" 	<ul style="list-style-type: none"> Great deal of effort to prepare for role, including significant practice and development of thorough organizational tools Some thought given to how to handle the "unexpected" 	<ul style="list-style-type: none"> Great deal of effort to prepare for role, including significant practice and the development of thorough organizational tools Exceptional forethought given to how to handle the "unexpected"
TECHNICAL KNOWLEDGE	<ul style="list-style-type: none"> Shows limited knowledge of the names, techniques, and tools used in area 	<ul style="list-style-type: none"> Shows some knowledge of names, techniques, and tools used in area; rarely integrates this knowledge when describing their work 	<ul style="list-style-type: none"> Shows working knowledge of names, techniques, and tools used in area; sometimes integrates this knowledge when describing their work 	<ul style="list-style-type: none"> Shows working knowledge of names, techniques, and tools used in area; easily integrates this knowledge when describing their work
EXECUTION	<ul style="list-style-type: none"> Lack of precision and clarity in execution Accuracy of details is not present 	<ul style="list-style-type: none"> Limited precision and clarity in execution Accuracy of details is sometimes present 	<ul style="list-style-type: none"> Consistent evidence of precision and clarity in execution Accuracy of details is mostly present 	<ul style="list-style-type: none"> Exceptional precision and clarity in execution Strong accuracy of details all the time
AUTONOMY AND RESPONSIBILITY	<ul style="list-style-type: none"> Fulfilled duties under the careful direction of an adult supervisor who provided extensive in-the-moment guidance 	<ul style="list-style-type: none"> Fulfilled duties with adult supervisor closely present but with limited in-the-moment guidance 	<ul style="list-style-type: none"> Fulfilled duties mostly independently; sought clarity and feedback from adult supervisor or peers at appropriate times 	<ul style="list-style-type: none"> Fulfilled duties independently as appropriate; viewed by adult supervisor and peers as an expert in the area who is fully capable of meeting expected responsibilities with a high degree of professionalism

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Technical Roles

Possible Interview Questions:

Tell me about how you prepared for your role.

What steps did you take to organize your work?

What sort of preparations did you take to handle anything that might “go wrong” during performances?

What steps did you take to make sure your work was accurate?

Tell me about some of the techniques you used.

Tell me about some of the tools you used.

Tell me about the biggest challenge or complex issue you encountered with the show. What did you do to address it?
What was the outcome?

Are there particular details in your work of which you are particularly proud? Why do these stand out to you? How did they support the story you were trying to tell?

What resources were available to you? What challenges or opportunities did your available resources pose?

Tell me about how you worked with your adult supervisor. How present were they during your work? What types of things did they help you with?

What did you learn through this process? If you were to do it again, what would you do differently?

Behind-the-Scenes Awards - Portfolio and Interview Assessment Rubric BUSINESS ROLES:

Includes Publicity, Ticketing, Front of House, Administrative Operations, Etc.

<u>CRITERIA</u>	PROFICIENT	SKILLED	ADVANCED	MASTERY
PLANNING AND RESEARCH	<ul style="list-style-type: none"> Minimal effort towards research or information gathering. Minimal use of timelines, outlines, benchmarks, etc. in planning 	<ul style="list-style-type: none"> Some attempt to research or gather information. Draws on personal experience <u>or</u> outside sources Limited use of timelines, outlines, benchmarks, etc. in planning 	<ul style="list-style-type: none"> Gathered a great deal of information, including from both personal experience <u>and</u> outside sources Clear use of timelines, outlines, benchmarks, etc. Organized and intentional. 	<ul style="list-style-type: none"> Gathered significant information from both personal experience <u>and</u> outside sources. Findings shape overall vision Planning uses timelines, outlines, benchmarks, etc. effectively and are replicable
INTERPRETATION AND DESIGN	<ul style="list-style-type: none"> Does not understand link between position and success of the program Lack of consistency and clarity of design. Does not serve program well 	<ul style="list-style-type: none"> Shows some understanding of link between position and success of program Limited consistency and clarity of design Somewhat serves program 	<ul style="list-style-type: none"> Work shows a good understanding of link between position and success of program Consistency and clarity in design Serves the program well 	<ul style="list-style-type: none"> Work shows an excellent understanding of link between position and success of program Design is consistent, clear, and artfully done Not only served purpose for current production but created template or design applicable to future productions
EXECUTION	<ul style="list-style-type: none"> Accuracy of details is not present Output was limited and scattered Did not create desired effect. 	<ul style="list-style-type: none"> Accuracy of details is sometimes present Output was fair and had some organization Created some level of effectiveness or impact 	<ul style="list-style-type: none"> Accuracy of details is mostly present Output was considerable and organized Had an impact on their goals and production 	<ul style="list-style-type: none"> Strong accuracy of details all the time Excellent organized and effective output Had a direct and significant impact on their goals and production
PROBLEM-SOLVING AND UTILIZATION OF RESOURCES	<ul style="list-style-type: none"> Did not persevere in the problem-solving process when difficulties arose Available resources rarely used effectively 	<ul style="list-style-type: none"> Demonstrated some willingness to give effort when obstacles arose Available resources used somewhat effectively 	<ul style="list-style-type: none"> Consistently demonstrated willingness to give effort when obstacles arose Effectively used available resources most of the time with moments of creativity and efficiency 	<ul style="list-style-type: none"> Approached difficulties or obstacles as opportunities and worked through them towards the goal Effectively used available resources; demonstrated creativity and efficiency

Behind-the-Scenes Awards - Portfolio and Interview Assessment Rubric Business Roles

Possible Interview Questions:

Tell me about how you prepared for your role.

What steps did you take to organize your work?

What sort of preparations did you take to handle anything that might “go wrong” with your plans?

What were the goals you set out to achieve? How well do you feel you accomplished those goals?

How did you use your role to serve the production, program, and audience?

Tell me about some of the techniques you used.

Tell me about some of the tools you used.

Tell me about the biggest challenge or complex issue you encountered? What did you do to address it? What was the outcome?

Are there particular details in your work of which you are particularly proud? Why do these stand out to you? How did they support the goal you were trying to reach?

What resources were available to you? What challenges or opportunities did your available resources pose?

Tell me about how you worked with your adult supervisor. How present were they during your work? What types of things did they help you with?

What did you learn through this process? If you were to do it again, what would you do differently?