

ACDA Eastern Region Conducting Master Class Check List

SELECTION PROCESS GUIDELINES

I. Eligibility Requirements

Applicants must:

- A. Hold valid ACDA student membership. Memberships available at www.acda.org.
- B. Be a full-time undergraduate or graduate student at a college/university in the Eastern Region at the time of application.
- C. Submit a complete application portfolio including the following materials:
 1. Application form (submitted electronically)
 2. Verification of video validity
 3. Verification by a University official of the student's class standing and fulltime status (letter from Registrar's office, unofficial transcript, etc.)
 4. Audition video recording, uploaded as "unlisted" to YouTube (<http://www.youtube.com>)
*URL for YouTube video that DOES NOT include identifying information (Please do not include your name in the URL. Please DO NOT include your name in the YouTube channel.)
 5. One to two-page résumé of conducting experience

II. Audition Preparation Guidelines

Applicants will prepare and upload to YouTube (<http://www.youtube.com>) a video recording of an audition that meets the following criteria:

- A. Ensemble Preparation
 1. The applicant may select the choir.
 2. The choir is to be fully familiar with the music and should not be sightreading during the audition session.
- B. Musical Parameters
 1. Applicants will conduct one composition for the ensemble in the video.
 2. Selections may be unaccompanied or accompanied.
 3. Excerpts of longer works may be selected.
 4. Keyboard reductions may be used for orchestral accompaniments.
- C. Video Conducting and Rehearsal
 1. The applicant should rehearse the choir in such a way as to focus on gestural communication, rehearsal technique, and the development of the musical product (in much same manner as a guest conductor in a festival setting).
 2. The selection panel will place primary value on gestural communication, musicianship/listening, and rehearsal technique.
- D. Camera Angle
 1. The camera angle will show a full frontal view of the applicant and all conducting movements.
 2. The choral sound and comments of the applicant must be clearly audible on the video recording.
 3. The applicant will begin the video by announcing the title and composer of the work to be presented.

E. Personal Identification

1. The applicant will not identify him/herself, nor the institution of higher learning in the recorded audition.

F. Audition Format and Duration

1. There will be two sections in the video – the rehearsal (maximum of 8 to 10 minutes) and the uninterrupted run-through of the composition.
2. The video recording will not be edited in any manner

G. Audition Submission

1. It is the responsibility of the applicant to upload the video audition to YouTube.
2. It is the responsibility of the applicant to provide the selection committee with the correct URL for accessing the video. (It is strongly suggested that the applicant cut and paste the URL directly from the browser into the application.)
3. Videos must be anonymous. A video with the applicant's name in the title or in the YouTube channel name will be disqualified.
4. Applicants whose video auditions are not accessible to the committee will be disqualified.

H. Verification

1. The video recording will be monitored by two ACTIVE ACDA members (nonstudents) who will certify on the application form that applicant meets all of the criteria specified in these guidelines.
2. It is solely the applicant's responsibility to ensure that s/he complies with the rules and regulations of the competition specified by these guidelines.

DEADLINE: The completed application materials, verifications, all supporting documentation, and video upload to YouTube must be completed no later than midnight on November 1, 2019. All application materials become the property of the American Choral Directors Association.

NOTE: An incomplete or erroneous application will disqualify the applicant.

Application Checklist

- I am conducting a choral ensemble that is prepared on the music, but which I, myself, have **not** prepared ahead of time.
- I can see my full self, frontal view, in the video.
- I can clearly hear all of my verbal instructions to the choir.
- The sound of the choir is neither too loud nor too soft to be heard.
- I have clearly announced each selection before rehearsing it.
- The rehearsal portion of my video is between 8 and 10 minutes.
- I have included a run-through of the composition as well as my 8 to 10 minute rehearsal.
- I have **not** identified myself in the video, nor does my name appear in the video title, nor YouTube channel to which I have uploaded it.
- I have filled out my application, and have checked my YouTube video's URL for accuracy.
- I have set my YouTube video to "unlisted," not to "public" or "private."
- I have received verification from two non-student Active ACDA members certifying that I have complied with the written guidelines of the competition.

- I have submitted my application form and video URL by the deadline (midnight on November 1, 2019).

Once you have completed ALL of the above, your application is complete.