

Management Portfolio Suggestions

Each March, at the USITT Annual Conference & Stage Expo, the Management Commission hosts several days of portfolio reviews. Students and professionals benefit from the feedback and encouragement they receive from industry professionals. Reviewers are treated to a look at the work of up-and-coming managers and have the opportunity to mentor them in a collegial environment. Portfolio reviews are one more way the Commission is working to ensure all of its members' interests are addressed.

Review slots fill up quickly, so sign up as soon as times are posted. Every person who requests a review will present his or her work to two professionals who will offer their advice on format and content. Reviews can be geared toward individual questions or concerns.

Your portfolio should include:

- A sample cover letter you have written to apply for school or a job
- Your resume – This should include your education, shows you have worked on, related jobs and special skills
- A selection of paperwork from shows you have managed – These should be from a variety of shows (not just one) and should represent the “best of” what you have done. Paperwork you create as an SM or ASM is valid here. Please do not bring an entire prompt book. Please consider how you lay out the work for presentation. It is suggested that you use tabs for easy reference during the session. Samples you should consider using include:
 - Blocking pages
 - Calling script
 - Run lists
 - Tracking documents
 - Schedules
 - Budgets

- Photos from the shows you have worked on – these are optional and should only be included if they support the paperwork you present and your work on the show. The term portfolio tends to lead people to believe that photos are a must. That is not the case here. We want to see your work not others’.

You will be asked to present your portfolio to the reviewers so please come prepared to do so.

Here are some tips for your presentation:

- Introduce yourself (and be yourself)
- Pick 2-3 items in the portfolio that you are the most proud of and speak about those first. If there is time you can discuss more.
- Talk about how the work you did supported the production and made a difference. Why was this show better because of you?
- Ask questions. This review is for you! Get the most out of it that you can!