

URTA AUDITIONS & INTERVIEWS CANDIDATE HANDBOOK

2026 – 2027



Table of Contents

Welcome	1
General Information	2-3
Candidate Awards	4-5
URTA Acting Auditions	6-11
Guest Acting Auditions	12-14
Design/Technology Interviews	15-20
Directing, Stage Management, Arts Leadership Interviews	21-23
Additional Information	24
URTA Hotel Room Blocks	24
International Candidates	24
Event Policies	25-33
Code of Professional Conduct	26-27
Interview/Callback Guidelines	28-29
Offer/Acceptance Policy	30-31
Applicant/Participant Agreement	32-33
Appendix I – Sample Acting Resume	35
Appendix II – Sample Design/Technology Resume	36
Appendix III – Sample Directing/Stage Management Resume	37
Appendix IV – Sample Arts Leadership Resume	38

University Resident Theatre Association
 1560 Broadway, Suite 1103, New York, NY 10036
 212-221-1130
URTA.com • theurtas@urta.com
[#theURTAs](https://twitter.com/theURTAs)



Welcome!

We're delighted that you're taking part in the URTA Auditions & Interviews ("the URTAs")! For over 50 years, the URTAs have been bringing together hundreds of grad school candidates across all theatre disciplines—acting, arts leadership, design and technology, directing, and stage management—in a single, centralized recruiting event. The URTAs have been helping prospective students find placements in top MFA theatre programs and are the most accessible, cost-effective way for theatre artists to pursue graduate training.

At the URTAs, you have access to dozens of professional training programs in numerous disciplines. The programs vary widely in vision, approach, and curriculum. There is no single "best" program; it is about finding the program that most suits you as an individual and artist. As a collective recruiting event, the URTAs provides candidates with exposure to a variety of programs, helping you find the right fit for your professional goals.

If you haven't already begun researching programs, our [Membership Directory](#) and [Guest Catalog](#) are great places to start. Be sure to contact schools directly for the most current information on their various programs and recruiting cycles. Not all schools accept a class in all disciplines every year, so please refer to the Attendees List on the [URTA website](#) for the latest list of schools registered to recruit in each discipline and event location. This list will be updated as schools register throughout the fall, so check back often.

In this handbook, you will find discipline specific information, recommendations, and policies that will help guide you in your URTA Audition & Interview journey. This is your one-stop shop for all things URTA, but if there is any information you cannot find, please email us at theurtas@urta.com.

This year, we are excited to continue to offer hybrid events, with both in-person and live-virtual registration options for most disciplines. Please be sure to review the pertinent information based on the event-type you select during registration.

We wish you the very best in this process and look forward to seeing you at the 2027 URTAs!

THE URTAS



URTA staff at California State University, Fullerton for 2026 Hybrid Auditions

“ Everything was very well put together. I felt prepared because I made sure to familiarize myself with all the materials [URTA] had on [their] website. It was challenging and fun and I'm glad I auditioned. ”

- T.H., 2026 attendee of Acting (Chicago) Auditions

General Information

Registration & Deadlines

Candidate registration for the URTAs is through “Acceptd”; a platform that allows you to easily upload files that can be reviewed by the recruiting schools. We highly encourage you to provide as much material as possible (e.g., portfolios/work samples, video auditions, websites, statements of purpose/artistic statements, etc.) as many recruiters review these materials in advance of the URTAs with their colleagues. For some disciplines, your Acceptd materials are the ONLY information recruiters use to make their interview requests (review discipline-specific sections of this handbook for more details). Information on Acceptd and access to the 2027 URTAs registration can be found at: app.getacceptd.com/urta.

Once your registration is fully submitted in Acceptd, you will receive an URTA scheduling message letting you know the date of your audition and/or interview. Candidates are scheduled to attend one day of the URTAs, and your day will be very busy! The URTAs are a full-day commitment, and we recommend that you keep that entire day clear of other appointments to avoid scheduling conflicts. While the URTAs are a one-day commitment, you may be scheduled for two days if you register in more than one discipline (for instance, Acting and Design), or if you are an actor who adds Guest Auditions (an optional second-day of in-person auditions attended by non-member acting programs). Read your Acceptd messages carefully so you are properly prepared for each event.

Registration deadlines for the 2027 URTAs vary by discipline:

- Acting registrations are due by December 28, 2026 at 11:59 pm (EST)
- Design/Technology registrations are due by December 12, 2026 at 11:59 pm (EST)
- Directing, Stage Management, and Arts Leadership registrations are due by December 12, 2026 at 11:59 pm (EST)

We are unable to accept late registrations. Additionally, some events may reach capacity and close earlier than the above dates, so candidates are encouraged to register early. Registering early also gives candidates access to early-bird pricing (before November 20) and increases their exposure to schools. Review the [URTA website](#) and the URTA registration page on [Acceptd](#) for more details. Though space is limited, we do accept walk-in/day-of registrations at some events.

Walk-In/Day-Of Registrations

Walk-ins will only be accepted pending availability (space is limited) at the in-person and hybrid events (Acting: Atlanta, Chicago, Philadelphia, CSU Fullerton; and Design/Technology: Chicago). Candidates are strongly encouraged to register in advance on Acceptd, prior to the December 2026 deadlines to guarantee their space. Those interested in applying as a walk-in at a recruiting event should bring copies of their headshot/resume, arrive in the morning, and visit the candidate check-in desk before the mandatory orientation. Email theurtas@urta.com to inquire about space availability, the required arrival times, and additional information.

There will be NO walk-in/day-of registrations accepted at live-virtual URTA events.



“ I was very thankful for the URTAs team. I registered as a walk-in and the team let all the schools know I was there, which led to me having a very nice list of interviews. I greatly appreciated this communication. ”

- Y.Y., 2026 attendee of
Design/Technology (Chicago) Interviews

Communications

Staying connected with URTA in advance of the event is vital as important event details, updates, and schedules are shared with participants regularly. URTA communicates with candidates through Acceptd messages and via email (at the address you provide in your registration). Log into Acceptd regularly to check your messages and add theurtas@urta.com to your email contacts, so you don't miss important information from us.

Workshops, Info Sessions, & Seminars

As part of URTA's Continuing Education program, a series of free workshops, information sessions, and seminars are available to candidates at the URTAs. Led by industry professionals, faculty, and URTA staff, there are sessions covering all areas of theatre. Some are hands-on, active workshops, while others are discussion oriented. You can indicate interest in attending these sessions when filling out your registration. Information on specific sessions will be available as they are confirmed and will be shared with registered candidates via Acceptd messages and an URTA candidate website.



Shakespeare Inhabiting the Text with Robin Sneller, East 15 Acting School



Imagination in Action with Ryan Chittaphong, Stella Adler Studio of Acting



The Fabric of Design: Creative Choices to Technical Specs with Jeff Flowers, Rose Brand

Expanding Career Paths

When considering possible careers, it's important to look beyond immediate work on theatrical stages. As the entertainment industry continues to grow, career opportunities also increase. Obtaining an MFA in any specific area can also prepare you for a career outside of traditional theatre. Below are a few career paths to inspire varied employment.

- **Lighting:** Concerts, Museum Exhibits, Master Electrician, Animation, Architectural Lighting
- **Scenic:** Live Events, Interior Design, Production Manager for Film or Television, Museum Exhibits
- **Costume:** Fashion Design, Film/Television Wardrobe Supervisor, Wardrobe Stylist for Print, Museum Conservation
- **Sound:** Audio Engineer, Installation Audio Designer, Audio System/Equipment Consultant
- **Projection/Media:** Concert Video Designer, Post-Production Film Editor
- **Arts Leadership:** Producer, Development Director, Marketing Specialist

Event Policies

Providing a safe and positive environment for both candidates and recruiters is of the utmost importance to URTA. As such, URTA has established a Code of Professional Conduct, which all participants must abide by, as well as Interview/Callback Guidelines. These event policies are included in this handbook—familiarize yourself with them prior to the event. Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with these policies should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, where the matter will be handled in an expeditious and confidential manner. Please also review the Offer/Acceptance Policy, so you are prepared for what to expect after the URTAs end. Refer to pages 26 - 33 in this handbook for all [URTA event policies](#).

Candidate Awards

URTA Candidate Awards provide free registration to qualified candidates for the URTA Auditions & Interviews. Full details can be found online at urta.com/awards. For the 2027 URTAs, Candidate Awards are offered in several ways:

Sound Design

Recognizing the important growth in the field of sound design and the goal of introducing graduate study to students with backgrounds outside traditional theater, URTA offers a Candidate Award to all applicants registering in Sound Design as their only Design/Technology focus area.

Arts Leadership

URTA is committed to supporting the education and training of the future leaders of the arts and entertainment industry. For those seeking training in areas including arts administration, theatre management, producing, and arts entrepreneurship, URTA offers a Candidate Award to all applicants in Arts Leadership.

American College Theater Festival

For over 50 years, the American College Theater Festival (ACTF) has served as a catalyst in improving the quality of college theater in the United States. ACTF is a natural partner with URTA and to underscore our overlapping missions, URTA provides Candidate Awards to the following qualified ACTF national finalists:

- National Finalists for the Irene Ryan Acting Scholarship
- SDC Directing Initiative Fellows
- National Finalists for Design Excellence (Scenic, Costume, Lighting, Sound, Projection Design)
- National Stage Management Fellows
- ASPIRE Arts Leadership Fellows
- National Finalists for Allied Design and Technology

ACTF national finalists may make use of their URTA Candidate Award within two years. More information on the ACTF Candidate Awards and eligibility can be found on our [website](https://urta.com/awards).

URTA Excellence Awards in Undergraduate Training

Established to recognize instructors, coaches, mentors and their respective institutions for excellence in the training and preparation of undergraduate theatre artists, URTA will acknowledge a number of individual instructors/coaches for their mentorship of candidates attending the URTAs in Acting and Design/Technology. Award recipients are selected by teams of adjudicators based on a review of candidates' materials and preparedness at the URTAs. URTA also recognizes two institutions annually—one in Acting and one in Design/Technology. The two institutions each receive a Candidate Award to bestow on a student attending the following year's URTA Auditions & Interviews. Past URTA Excellence Award winners can be found on our website at urta.com/awards.

The 2026 URTA Excellence Awards—Institution Winners



Pay-It-Forward Candidate Awards

Each year, within their Accepted registration, candidates may opt to donate as little as \$1 to the Pay-It-Forward fund, which supports awards for future URTA candidates based on personal hardship and other considerations. Candidates wishing to apply for a Pay-It-Forward award for the current URTA cycle should review the application requirements on our [website](#).

A limited number of awards are open to eligible candidates who demonstrate a need for a registration fee waiver. Candidates should first fully complete their URTA registration on Accepted up until the point of payment, but not pay. They should then submit the Pay-It-Forward application found on the URTA website. Application requirements include a short personal essay outlining their need for the support and why they are seeking a graduate degree at this time, as well as one letter of recommendation from a colleague, mentor, employer or teacher, speaking to the candidate's need and deservedness of the award.

These materials must be submitted via the online application form by November 1, 2026 at 11:59 pm (EST) for review by the URTA Awards Committee. After the committee makes their selections, award recipients will be notified of the decisions by November 16, 2026. Recipients then have three days to redeem their award and submit their URTA registration on Accepted. Previous recipients of the Pay-It-Forward award are not eligible to receive the award again.

Sarah Nash Gates Awards

Sarah Nash Gates was a costume designer, educator, and President of URTA from 2007 to 2010. A founder of Theater Puget Sound in Seattle, Sarah Nash Gates was an early pioneer in promoting the professionalism of the costume design industry, helping to elevate the respect costume designers received in the workplace.

In celebration of her lasting impact on the costume design profession and in continuation of her mentorship of early career professionals, the Sarah Nash Gates Award will be granted annually to up to two costume design candidates returning to graduate school after having worked in a costume related field. To qualify, candidates must meet the following criteria:

- Pursuing a graduate degree in costume design after having worked in a costume related field
 - During review, additional weight will be given to candidates returning to graduate studies after being out of school for a number of years and working in a costume related field during that time
- Planning to attend the upcoming URTA Auditions & Interviews for costume design
- Having started, but not yet submitted, their URTA registration on Accepted

Candidates meeting these criteria can learn more about the application process for the Sarah Nash Gates Award on our [website](#). To be considered, candidates will need to submit a separate award application form, along with a copy of their professional resume, and a brief essay on their professional goals in the field of costume design and why they are pursuing graduate training at this time.

These materials must be submitted via the online application form by November 1, 2026 at 11:59 pm (EST) for review by the URTA Awards Committee. Award recipients will be notified of the committee's decision by November 16, 2026 and will have three days to redeem their award and submit their URTA registration on Accepted.

This award is generously funded by Holly Poe Durbin in memory of Sarah Nash Gates.



Sarah Nash Gates; Photo courtesy of the University of Washington

APPLICATION DEADLINE DECEMBER 28, 2026

URTA Acting Auditions

The URTA Acting Auditions are your opportunity to be seen by the URTA member schools recruiting in 2027. A full list of these schools can be found on our [website](#) on the Attendees List, which will be updated as schools register.

Registration

An actor must select and submit the registration on Acceptd for their chosen event type/location. A candidate may only register for one 2027 URTA recruiting event in a discipline (i.e., an actor may NOT register to audition at both the in-person and live-virtual URTA Acting Auditions).

For the 2027 URTAs, actors have the option to register for one of the following events:

Jan 16, 2027  Atlanta, GA Spelman College *Hybrid Auditions	Jan 24 - 27, 2027  Chicago, IL Palmer House Hilton In-Person Auditions	Jan 30 - Feb 1, 2027  Philadelphia, PA Sonesta Philadelphia Rittenhouse Square In-Person Auditions
Feb 3, 2027  Virtual Auditions Live-Online Live-Virtual Auditions	Feb 6 - 7, 2027  Fullerton, CA California State University, Fullerton *Hybrid Auditions	

**Hybrid Auditions: All candidates attend in-person; URTA member recruiters attend in-person; guest (non-member) recruiters and URTA member recruiters unable to travel attend live-online*

Uploading Your Documents in Acceptd

- When completing your registration, you will be asked to upload documents such as your resume, headshot, and portfolio materials.
- Creative materials are added in the second stage of registration. This allows you more time to prepare your materials, but pay close attention to the instructions and deadlines as you will not be scheduled until all required stages of your registration have been submitted.
- You may upload additional materials that you feel will help the recruiters get to know you (e.g., a recording of your movement work, a personal/artistic statement, a letter of recommendation, or materials showcasing other talents).
- We strongly encourage all candidates provide a way to access examples of their work online via a website or digital platform such as Instagram or Pinterest, or by uploading 'additional media files' directly in your application.

Pre-Recorded Auditions

- Adding a self-tape is optional, but we strongly encourage you to upload a two-minute audition, which can be the same or different from your URTA Audition. Introduce yourself and your piece(s) at the beginning of the recording.

Preparing Your Audition

We encourage acting candidates to work with a coach on their audition to provide an objective eye. They can be invaluable in helping you select material and build a solid understanding of your character's given circumstances, intentions, and relationships. Perform your audition for faculty members or fellow students for critical feedback and practice auditioning for an audience.

- **Introduction:** Prepare your slate. A "slate" is your introduction to the recruiters; state your name and what piece(s) you'll be performing. The slate is NOT part of your audition time.
- **Timing & Material:** You will have two-minutes total for your URTA audition. You may do what you wish in that time, but most recruiters prefer to see two contrasting monologues. A typical choice is a contemporary piece paired with a piece in verse. However, contrast can be demonstrated in other ways. Look for selections with differences in mood, rhythm, emotional level, etc. If you do two pieces, they do not have to be of equal length, but both must fit within your two-minute audition time. Be aware, if you don't perform a classical piece, you may be asked for one at a callback interview, so it's good to have one prepared.
- **Extra Material:** Brush up on any extra material you have in your repertoire, as some schools may give you the opportunity to present additional pieces during a callback.
- **In-Person & Hybrid Staging:** Stage your audition simply. You should be able to perform in the limited area available. Stage yourself $\frac{3}{4}$ to full front, as recruiters wish to see your facial expressions. A chair will be available if needed.
- **Live-Virtual Staging:** Set-up your space in advance. Know where your camera will be, where you will stand (set yourself a mark), what your sound will be like, etc. Since the camera is at a fixed point, avoid extraneous movements, which may take you out of frame. Arrange the camera to frame approximately $\frac{3}{4}$ of your body (roughly, knees up). Test your virtual set-up in advance, perhaps Zoom with a friend to advise you on framing and sound quality.
- **Focal Point:** Don't focus your performance directly to any of the recruiters. For in-person & hybrid, play toward an empty seat, the back of the room, or above the audience. For virtual, direct your performance to the camera as if it's the character you're speaking to. For all, avoid placing your scene partner on the floor or far off-stage to either side, as it can obscure your face from the audience.
- **Props:** Do NOT use any props or costumes. A chair is acceptable.

Audition Material Selection

Poor material selection is one of the most common pitfalls in an audition. Selections should be self-explanatory with a clear beginning, middle, and end. Strong pieces are active, where you need something from the person you're speaking to. Pick pieces that you connect with and consider what that selection tells the recruiters about you as an artist. Recruiters are watching these auditions not only to assess your acting skills, but also to get to know you as an individual/artist and build a strong cohort of individuals for their training program.

Avoid

- Pieces that require extreme climactic depth or intensity of emotion, or dull, passive pieces which dwell on character or plot exposition.
- Pieces that do not connect to the person you are speaking with, or are inactive.
- Offensive material. Your choice of material says something about you as an artist. Put a good deal of thought into your selections, as offensive material may work against you.

Audition Tips from Recruiters

- Don't rush moments of transition. The way in which you "shift gears" from one part of the audition to the next is important. If you ignore these moments, the audition tends to blur into two general minutes of non-specific performing. Transitions also give you a chance to catch your breath and stay grounded during your audition.
- Don't be thrown or concerned by a lack of response from the recruiters. They tend to remain neutral or slightly detached during auditions to maintain their objectivity.

Recruiters know there is no way to demonstrate all your talent, skill, and experience in a single two-minute audition. This is simply a brief introduction to your talent, personality, and basic performance skills. Most of the recruiters are actors themselves, and have been in your shoes. They appreciate how restricted and intense auditioning can be. Above all, they are on your side and are rooting for you.

Day-Of Information (URTAs)

This is to give you an idea of how the URTA Audition day runs ([Guest Auditions](#) differ; see pg. 12-14). Times are subject to change—complete daily schedules will be shared in your Accepted scheduling message.

The URTAs are a full-day commitment. The day will begin at approximately 8:00 am (local time) for auditions in Chicago, Philadelphia, and Fullerton; and approximately 10:00 am (local time) for Atlanta and Live-Virtual auditions. In all cases, your day starts with a mandatory orientation and will run until the end of your last callback, which may be late in the evening. Do not schedule any other appointments or book travel on the day of your URTA Auditions to avoid potential conflicts.

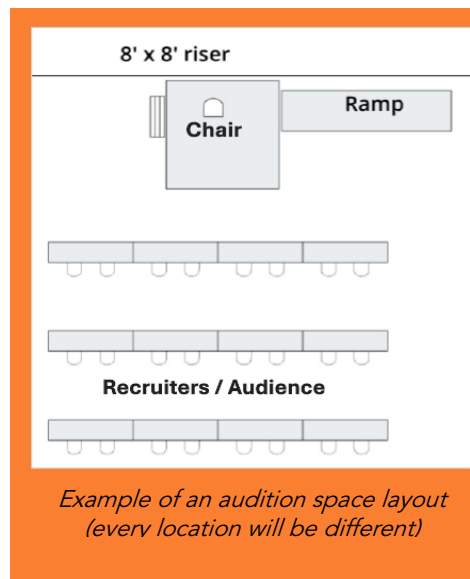
All Times are Approximate (Time Zone)				
Atlanta (EST)	Chicago (CST) Philadelphia (EST)	Live-Virtual (EST)	Fullerton (PST)	URTA Auditions Run-of-Day
10 - 10:30am	8 - 8:30am	10 - 10:15am	8 - 8:30am	Candidate Check-In <i>After check-in you can preview the audition space</i>
10:30 - 11am	8:30 - 9am	10:15 - 11am	8:30 - 9am	Mandatory Orientation
11am - 2pm	9am - 12:30pm	11am - 5pm	9am - 12pm	Auditions <i>Your audition time will be sent via Accepted message</i>
Break				
3 - 3:45pm	1:30 - 2:30pm	N/A	N/A	Continuing Education Session
4 - 9pm*	3 - 9pm*	N/A	2:40 - 9pm* <i>Virtual only</i>	Callbacks <i>*End times vary; you're done after your last callback</i>

Candidate Check-In & Mandatory Orientation

- Candidates will check-in with URTA staff upon arrival in the morning and will be directed to the holding room for orientation.
- During orientation, you will meet the stage manager, learn how the day runs, receive important updates, and have an opportunity to ask questions.
- After orientation, candidates may step away; however, you must return to the holding room and be ready to go at least 40-minutes before your scheduled audition time, as we often run ahead of schedule.

Audition Space

- In-Person & Hybrid:** There will be time during candidate check-in to preview the audition space, test acoustics, and walk the stage.
 - In-Person, the space will typically be a hotel ballroom with a small riser/platform for a stage.
 - Hybrid, the space will typically be a small stage in a university theatre. URTA will provide the camera and technology to live-stream the auditions and the space will be marked to indicate where you are best in frame.
 - There will be a chair available for your use, if needed, and we ask that you return the chair upstage after you finish your audition.
- Live-Virtual:** Additional instructions will be sent to registered candidates in the weeks prior to the URTAs to help you navigate the virtual Accepted AuditionRoom and provide tips for setting up your audition space.
 - Consider both sound and lighting and ensure you have ample space to perform comfortably.
 - Avoid the use of props, scenery, and costumes. The focus should be on you. A chair should be the only prop/piece of scenery used in your audition, if needed.
 - If using a phone as your camera for the audition, test the positioning of your device and lock the orientation to ensure the view does not toggle between portrait and landscape.



The Audition

- **Introduction:** The stage manager will announce your name to the recruiters as you enter the audition room. You will also introduce yourself (slate)—stating your name and the piece(s) you're presenting. If performing more than one, introduce both pieces during your slate. The slate is NOT part of your two-minutes, but keep it short/concise.
- **Timing:** You have two-minutes total for your audition. Timing starts when you begin your first piece. If your piece involves movement or activity before the first line, timing will start as you begin to act (whether speaking or not). Time does not stop between pieces. There will be a person working as the Timer in the audition room.
- **Exiting:** When you've finished your audition, say "thank you" to the recruiters and leave the room. If your audition runs over two-minutes, the Timer will offer a polite but firm "thank you" to indicate you've reached the end of your allotted time. Respond by acknowledging the Timer with a "thank you" and exit the audition room.
- **Singing:** At this time, URTA Auditions are for graduate acting programs not musical theater; however, many acting programs do musicals within their seasons. With that in mind, you may choose to sing within your two-minute audition. If you choose to sing, we recommend bringing a battery-operated device (or smart phone, etc.) for accompaniment that is cued up and with the volume preset. Alternatively, you may sing acapella or bring an acoustic instrument. Electrical cords are not permitted. Your two-minute time will not be paused to set-up a device or tune an instrument, so enter the space prepared to make a smooth transition.
- **Live-Virtual Sound:** Be aware of your Zoom volume settings and surrounding environment as they could disrupt the audio. Cue up your microphone selection and set the volume before entering the audition room. If the device fails, URTA staff will inform you of a technical error and may ask you to leave the Zoom room to make adjustments. Prior to the start of auditions, it is helpful to learn where important Zoom settings are located (e.g., hide self-view, original sound for musicians, etc.). Suggested settings will be shared within the virtual AuditionRoom lobby.

Example Slate:

"Hello, my name is [your name]. My first piece is [character name] from [play title], and my second piece is [character name] from [play title]."

“ *It was a great experience—SO glad we had a stage to perform on ... Everyone was lovely and well organized and incredibly communicative ... Ultimately, my experience was very good and I am attending a fully funded MFA program in the Fall of a university I wouldn't have known of had it not been for the URTAs.* **”**

- T.E., 2026 attendee of Acting (Atlanta) Auditions

Additional Information by Event

In-Person Auditions (Chicago & Philadelphia)

- **Callback Schedules:** After your audition, you're free to leave the holding room, but know when/where you need to be to receive callback information (announced during orientation), as callbacks will begin immediately following schedule distribution. Callbacks are scheduled based on recruiter requests. Schedules are computer generated and cannot be changed. Be on time!
- **During Breaks:** In this downtime, we encourage you to prepare for your possible callbacks and research the recruiting programs by using the [URTA Directory](#). Also check out the information sessions and continuing education workshops that may be available.
- **Headshots/Resumes:** Have copies of your headshot/resume available for possible callbacks. Your resume should be one-page and attached on the backside of your headshot. We recommend bringing approximately 10 copies for your URTA Audition (if you're also doing Guest Auditions, bring 20-25 copies). While you may not need all of these, on-site printing at hotels can be expensive and the quality uncertain, so having extra is recommended.
- **End of Day:** Your day at the URTA Auditions ends after your last scheduled callback is complete.



2026 California State University,
Fullerton Acting Auditions

Hybrid Auditions (Atlanta)

- **Audition:** Candidates will audition in-person in front of URTA member recruiters who are on-site. There will be a camera, provided by URTA, live-streaming your audition for recruiters watching live-online. All guest (non-member) recruiters will watch the live-stream, as well as any URTA members who are unable to attend in-person.
- **Callbacks:** URTA member recruiters attending in-person may host same-day callback interviews on-site at Spelman College. During orientation you will be given the time/location to receive your callback schedule. Be sure you are back promptly as callbacks will begin immediately following schedule distribution.
- **During Breaks:** In this downtime, we encourage you to prepare for your possible callbacks and research the recruiting programs by using the URTA Directory. Also check out the information sessions and continuing education workshops that may be available.
- **Headshots/Resumes:** Have copies of your headshot/resume available for possible callbacks. Your resume should be one-page and attached to your headshot. We recommend bringing approximately 10 copies.
- **Contact Later:** All guest (non-member) schools and URTA member schools attending live-online will NOT host same-day callbacks. Instead, they will request Contact Later appointments, which candidates are responsible for scheduling at a later date directly with the school.
- **End of Day:** Your day at the URTA Auditions ends after your last scheduled callback is complete.

Hybrid Auditions (CSU Fullerton)

- **Audition:** Candidates will audition in-person in front of a camera, provided by URTA, live-streaming their audition. Some URTA member recruiters may attend in-person, but many will be remote/off-site. All guest (non-member) recruiters will watch the virtual live-stream.
- **Zoom Callbacks:** There are NO on-site/in-person callbacks at CSU Fullerton. However, URTA member programs have the option to conduct Zoom callbacks on the same afternoon/evening of your URTA Audition. You CANNOT do your Zoom callbacks on-site at CSU Fullerton.
 - We understand travel to your home/accommodations may make it impossible for you to participate in same-day Zoom callbacks. If you are NOT available, schools will request Contact Later appointments that will take place at a later date and which you are responsible for arranging directly with the school.
 - Within your application on Acceptd, you have the opportunity to indicate if you are available to participate in Zoom callbacks. Only answer "yes" if you are available for the full afternoon/evening and are able to be in a quiet environment with a stable internet connection within two hours of the auditions ending.
- **Headshots/Resumes:** You will not need physical copies of your headshot/resume as all callbacks will be virtual. However, if you are a walk-in candidate, one copy of your headshot/resume is required for URTA records.
- **Contact Later:** There will be NO same-day guest callbacks. Instead, all guests will request Contact Later appointments, which candidates are responsible for scheduling at a later date directly with the school.
- **End of Day:** Your day on-site at CSU Fullerton will end after you complete your audition. If you indicate that you are available for same-day Zoom callbacks, you will participate in those callbacks at your home/accommodation and your day will end after your last scheduled Zoom callback is complete.

“ I participated in the live-virtual auditions, I initially had a fear that maybe my audition wouldn’t be taken as seriously as auditions happening in-person. I was very wrong, as my audition was just as important. The URTAs did a really good job making sure that all candidates were on equal footing no matter where or how they auditioned. ”

- A.H., 2026 attendee of Acting (Live-Virtual) Auditions

Live-Virtual Auditions

- **Internet:** Participants will need to have access to a stable internet connection and a device with video and audio capabilities on the day they are scheduled for the URTAs.
- **Technology:** You will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom, Acceptd (application system), and AuditionRoom (virtual auditions)—more information on how to access and make use of these technologies for the event will be provided in your Acceptd scheduling message. Questions or concerns, please email URTA at theurtas@urta.com.

- **Audition:** Auditions will take place in live in Acceptd's AuditionRoom, which is essentially a Zoom meeting connected to the Acceptd platform. Recruiters from both URTA member and guest (non-member) schools will be in the Zoom watching your audition live online. Information on how to access AuditionRoom will be provided in your Acceptd scheduling message.
- **Callbacks:** There will be NO same-day callbacks. Instead, recruiters will request Contact Later appointments.
- **Headshots/Resumes:** You will not need physical copies of your headshot/resume as all attendees will be remote.
- **Contact Later:** Both URTA member and guest schools will request Contact Later appointments, which candidates will be responsible for scheduling at a later date directly with the school.
- **End of Day:** Your day at the URTA Auditions ends after you complete your audition. However, be sure to check the Contact Later lists promptly (the time of posting will be shared during orientation).

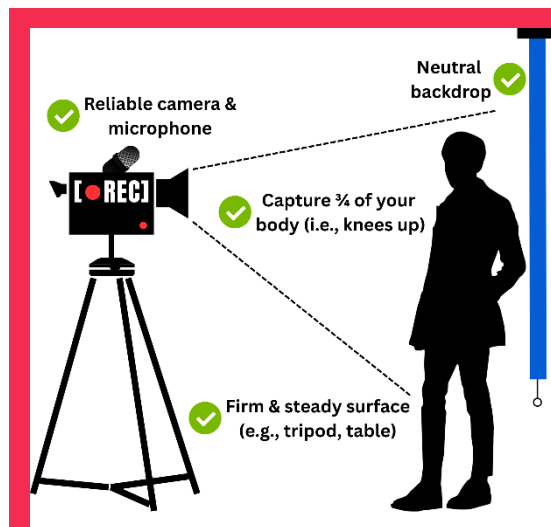
Preparing for a Callback Interview

- **Preparation:** Research the various programs in advance using the [URTA Directory](#) and Attendee's List of recruiting schools found on our [website](#). If participating in the Guest Auditions in Chicago or Philadelphia, refer to the [Guest Catalog](#). At the hybrid and virtual events, Guest Auditions are combined with the URTA Auditions, so refer to both the Directory and Catalog and view the Attendee's List for a record of all the programs recruiting. Don't wait until the interview to find out what type of training each program offers. Take initiative and do your research in advance so you can make the most of your time during your callback.
- **Callbacks:** Interviews are 15-minutes, so be prepared and on time! Your callback schedule is computer generated by URTA based on the recruiters' request lists and cannot be changed. Every callback interview is different. Some recruiters may want to learn more about you, some discuss their program, while others may work with you on one of your pieces or ask if you have additional pieces to share. Callbacks may be done individually, in pairs, or in small groups. Room locations or Zoom access instructions will be included on your schedule.
- **Interviewing:** Recruiters are not only interested in your talent or potential, but in who you are as an artist and individual. Remember that you should be interviewing them as much as they are you. Be prepared to answer specific questions regarding your training needs and career goals. Most importantly, be yourself.

Tips for Video Auditions

Some things to keep in mind, both for self-taping an audition for upload and for the live-virtual auditions:

- **Camera:** Have a reliable recording device on a firm and steady surface. Use a tripod or place it on a stable surface at the correct height for your face to be seen straight-on.
- **Space:** What's in the background? Avoid including anything in the frame that might distract from your performance.
- **Lighting:** Is there enough light for you to be seen? You should be well lit without casting large shadows on your face or body.
- **Sound:** Can you be heard and understood? If your piece calls for loud shouting, then consider your camera/microphone placement. If you are using Zoom, consider changing the audio settings to 'original sound for musicians' to avoid noise cancellation features from interrupting your audio.
- **Framing:** Is your face in focus? For the live-virtual audition, arrange your camera to capture about $\frac{3}{4}$ of your body (knees up). For pre-recorded auditions, it's ideal to include a "slate" showing your full body, while your audition may be framed closer (waist up).



Camera spacing tips and suggestions for video auditions

After the URTA Auditions

What happens next? Be sure to read the URTA's Offer and Acceptance Policy, provided in this Handbook, and keep in mind that every school has different procedures. After your callback or interview, a school may reach out to you with next steps or you may need to get in touch with them. Some programs may invite you to additional rounds of callbacks, to attend a campus visit, and/or to submit an application to their university. It's up to you to make sure you understand these next steps—and it's a great question to ask in your callback or interview. Stay in touch with the programs after the URTAs, and if you're unclear on next steps, ask them.

APPLICATION DEADLINE DECEMBER 28, 2026

Guest Acting Auditions

Guest Auditions (formerly Satellite Auditions) are attended by training programs that are not currently URTA members. Guest schools range from MFA to MA to conservatories/certificate programs, giving you the opportunity to expand the number of recruiters seeing your audition and diversify the types of continued training you may consider.

The same rules governing the URTAs, like the Code of Conduct and the Offer/Acceptance Policy, provided in this Handbook, govern the Guest Auditions. Be sure to familiarize yourself with these policies prior to the event.

“ *It was really awesome! I am very appreciative to the URTAs for educating me on conservatories—something I didn't even consider beforehand.* ”

- A.W., 2026 attendee of Acting (Philadelphia) Auditions

Registration

Registering for Guest Auditions depends on the event type/location. Guest programs recruit together with URTA members at the virtual and hybrid auditions. While in Chicago and Philadelphia, Guest Auditions are an optional second day that candidates may add to their registration. If added, they will be scheduled for an additional day of auditions, typically the day before or after their URTA audition.

- **In-Person:** You may add Guest Auditions to your registration (optional), requires a second day
- **Hybrid & Virtual:** No separate registration or second day required, guests are combined with URTA members

For the 2027 URTAs, actors have the option to register for one of the following Guest Audition events:

Jan 16, 2027  Atlanta, GA Spelman College *Hybrid Auditions <i>Combined with URTA Auditions</i>	Jan 24 - 27, 2027  Chicago, IL Palmer House Hilton In-Person Auditions <i>Optional second day of auditions</i>	Jan 30 - Feb 1, 2027  Philadelphia, PA Sonesta Philadelphia Rittenhouse Square In-Person Auditions <i>Optional second day of auditions</i>
Feb 3, 2027  Virtual Auditions Live-Online Live-Virtual Auditions <i>Combined with URTA Auditions</i>	Feb 6 - 7, 2027  Fullerton, CA California State University, Fullerton *Hybrid Auditions <i>Combined with URTA Auditions</i>	

**Hybrid Auditions: All candidates attend in-person; URTA member recruiters attend in-person; guest (non-member) recruiters and URTA member recruiters unable to travel attend live-online*

- **Guest Attendees:** Review the Attendees List on the [URTA website](#) for the guest programs recruiting at each event.
- **Scheduling Messages:** Candidates registered for Guest Auditions in either Chicago or Philadelphia will receive two scheduling messages in Acceptd: one with the date/time for their URTA Audition and one with the date/time of their Guest Audition. Take note of which audition is on which day to properly prepare and arrive on time.
- **Contact Later:** Guest programs recruiting at the hybrid and live-virtual auditions will NOT hold callbacks on the day of auditions. All guest programs at these auditions will send URTA Contact Later request lists containing the names of candidates they are interested in meeting at a later date. Those lists will be posted online for candidates to view after the auditions. Candidates are responsible for scheduling Contact Later appointments directly with the programs that requested to meet them on a later date.

Day-of Information (Guests) – In-Person Chicago & Philadelphia

This is to give you an idea of how the Guest Audition day runs ([URTA Auditions](#) differ; see pg. 6-11). Times are subject to change—complete daily schedules will be shared in your Acceptd scheduling message.

The Guest Auditions are a full-day commitment and cannot take place on the same day as your URTA Audition. The day will begin at approximately 8:30 am (local time) for in-person Guest Auditions in Chicago and Philadelphia. Your day starts with a mandatory orientation and will run until the end of your last callback, which may be late in the evening. Do not schedule any other appointments or book travel on the day of your Guest Auditions to avoid potential conflicts.

All Times are Approximate (Time Zone) Chicago (CST) & Philadelphia (EST)		In-Person Guest Acting Auditions Run-of-Day
8:30 – 9am		Guest Candidate Check-In <i>After check-in you can preview the audition space</i>
9 – 9:30am		Mandatory Orientation
9:30am – 12:30pm		Guest Auditions <i>Your audition time will be sent via Acceptd message</i>
		Break
1:30 – 2:30pm		Continuing Education Session
2:30 – 4:30pm		Sign-Up for Guest Callback Requests <i>YOU create your callback schedule based on guest programs' posted requests</i>
3:30 – 4:30pm		Stop-By/Quick Chats with Guest Recruiters <i>No sign-up required; college fair approach; brief conversations with guest recruiters</i>
4:40pm – 9pm*		Callbacks <i>*End times vary; you're done after your last callback</i>

Guest Candidate Check-In & Mandatory Orientation

- Candidates will check-in with URTA staff upon arrival in the morning and will be directed to the holding room for orientation.
- During orientation, you will meet the stage manager, learn how the day runs, receive important updates, and have an opportunity to ask questions.
- After orientation, candidates may step away; however, you must return to the holding room and be ready to go at least 40-minutes before your scheduled audition time as we often run ahead of schedule.

Audition Space

- There will be time during candidate check-in to preview the audition space, test acoustics, and walk the stage.
 - The space will typically be a hotel ballroom with a small riser/platform for a stage.
 - There will be a chair available for your use, if needed, and we ask that you return the chair upstage after you finish your audition.

The Audition

- **Introduction:** The Guest Audition works the same as the URTA Audition. The stage manager will announce your name to the recruiters as you enter the audition room. You should also introduce yourself (slate)—stating your name and the piece(s) you will be presenting. The slate is NOT part of your two-minute audition.
- **Timing:** You have two-minutes total for your audition. Timing starts when you begin your first piece. If your piece involves movement or activity before the first line, timing will start as you begin to act (whether speaking or not). Time does not stop between your pieces. There will be a person working as the Timer in the audition room.
- **Exiting:** When you've finished your audition, say "thank you" to the recruiters and leave the room. If your audition runs over two-minutes, the Timer will offer a polite but firm "thank you" to indicate you've reached the end of your allotted time. Respond by acknowledging the Timer with a "thank you" and exit the audition room.
- **Material:** You may present the same two-minute audition material as your URTA Audition, as the recruiters in the room will all be different.

After the Audition

- **Callback Schedules:** After your audition you're free to leave the holding room, but know when/where you need to be to receive callback information (announced during orientation). Be sure you are back promptly at the scheduled time to view the guest callback request lists. During the Guest Auditions, candidates schedule their callbacks themselves, based on the request lists posted by the schools on-site.
- **During Breaks:** In this downtime, we encourage you to prepare for your possible callbacks and research the recruiting programs using the [Guest Catalog](#). Also check out the various information sessions and continuing education workshops that may be available.
- **Callback Sign-Up:** If a program requests to see you for callbacks, you will sign up for an appointment time to meet them later that day. You are responsible for managing your callback schedule, which is different than the URTAs. Specifics on sign-up details and callback locations/access will be provided during orientation.
- **Stop-by/Quick Chats:** Some guest programs may invite you to stop by for a quick chat. During this hour, no sign-up is required; instead it's similar to a college fair where candidates may briefly visit with the available schools.
- **Contact Later:** Some guest programs may request a Contact Later appointment with you. This means that they do not need to see anything more from you on the day of your audition, but they would like you to reach out at a later date to schedule a time to speak with the school.
- **Headshots/Resumes:** Have copies of your headshot/resume available for possible callbacks. Your resume should be one-page and attached on the backside of your headshot. We recommend bringing 10-15 copies for your Guest Auditions. While you may not need all of these, on-site printing at hotels can be expensive and the quality uncertain, so having extra is recommended.
- **End of Day:** Your day at the Guest Auditions ends after your last scheduled callback is complete.

Day-of Information (Guests) - Hybrid Atlanta/Fullerton & Live-Virtual

There are NO separate Guest Auditions at the hybrid or live-virtual events. Guest programs are combined with members in the URTA Auditions. Also, there will be NO same-day guest callbacks. Instead, guest programs will submit Contact Later requests indicating which candidates they would like to speak with at a later date. Contact Later lists will be posted online for candidates to view and will be shared via an Acceptd message. It is your responsibility to reach out to programs directly to schedule a later time to speak.

All Times are Approximate (Time Zone)			
Atlanta (EST)	Live-Virtual (EST)	Fullerton (PST)	URTA Acting Auditions Run-of-Day (recap)
10-10:30am	10-10:15am	8-8:30am	Candidate Check-In
10:30-11am	10:15-11am	8:30-9am	Mandatory Orientation
11am-2pm	11am-5pm	9am-12pm	Auditions
Break			
3-3:45pm	N/A	N/A	Continuing Education Session
Next day 10am	Next day 10am	6pm	Contact Later Lists Posted

See the URTA Auditions section for day-of information

After the Guest Auditions

What happens next? Be sure to read URTA's Offer and Acceptance Policy, provided in this Handbook, and keep in mind that every school has different procedures. After your callback or interview, a school may reach out to you with next steps or you may need to get in touch with them. Some programs may invite you to additional rounds of callbacks, to attend a campus visit, and/or to submit an application to their program. It's up to you to make sure you understand these next steps—and it's a great question to ask in your callback or interview. Stay in touch with the programs after the URTAs, and if you are unclear on next steps, ask them.

Design/Technology Interviews

The URTAs provide you with the opportunity to share your work with all URTA member schools recruiting in 2027 through a single registration. A full list of these schools can be found on our [website](#) on the Attendees List, which will be updated as schools register. Candidates may register for the following Design/Technology focuses: [Costumes](#), [Lighting](#), [Projection/Media](#), [Props](#), [Scenic](#), [Sound](#), and [Technical Direction](#).

Registration

A Design/Technology candidate must select and submit the registration for their chosen event type/location on [Acceptd](#). You may register in a maximum of two design areas within your Acceptd application, so focus on your strengths. Don't register for an area of design in which you are not seriously interested. You will be scheduled for only one-day of interviews.

Candidates have the option to register for in-person interviews in Chicago OR the live-virtual interviews. You may NOT register to attend both events. Not all focus areas recruit on all days (e.g., Sound only recruits on the live-virtual day). Additionally, recruiters only attend the day(s) their specific area(s) are scheduled. Refer to the schedule below, and for questions, email theurtas@urta.com.

Jan 10, 2027	Jan 22, 2027	Jan 23, 2027
 Virtual Interviews Live-Online	 Chicago, IL Palmer House Hilton	 Chicago, IL Palmer House Hilton
Live-Virtual Interviews	In-Person Interviews	In-Person Interviews
<i>Focus areas: Costume, Lighting, Projection/Media, Props, Scenic, Sound, Technical Direction</i>	<i>Focus areas: Costume, Lighting, Projection/Media, Scenic</i>	<i>Focus areas: Costume, Lighting, Props, Scenic, Technical Direction</i>

Uploading Your Documents in Acceptd

- You will upload required documents such as a resume, headshot, and portfolio materials, as well as an optional statement of purpose.
 - Providing a statement of purpose is strongly recommended to help recruiters get to know you before making their interview request lists. A statement of purpose should speak to who you are as an artist and your "why" for graduate school.
 - Questions to consider: What are your professional and artistic goals and how will grad school help you achieve them? Why are you pursuing graduate training now and what do you hope to attain from your training?
 - There is no set length or word limit for your statement, but it's advised to be around one-page and in PDF format.
- You **MUST** upload a digital portfolio and/or provide a link to materials (e.g., website, Instagram). This is incredibly important as recruiters review your digital portfolio in advance of the URTAs to create their interview requests for the event.
- Creative materials are added in the second stage of registration on Acceptd. This allows you more time to prepare your materials, but pay attention to the instructions and deadlines as you will not be scheduled until all required stages of your registration have been submitted.
- You may upload additional materials that you feel will help the recruiters get to know you (e.g., a personal/artistic statement, a letter of recommendation, or materials showcasing other artistic talents).

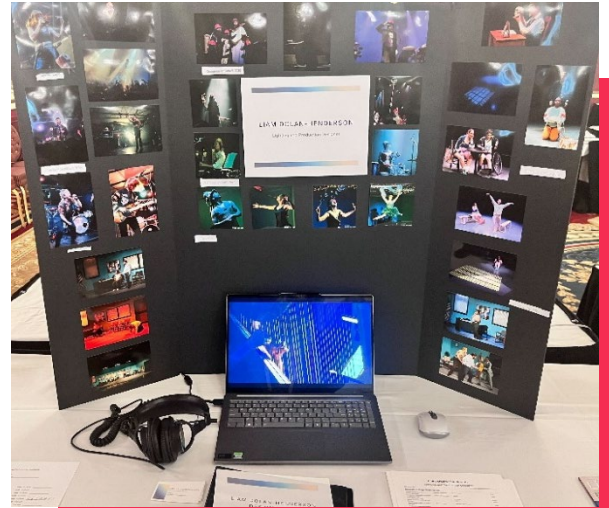
APPLICATION DOCUMENTS

-  **Resume***
 -  **Headshot***
 -  **Portfolio Materials***
 -  **Statement of Purpose (optional)**
- * Required

Preparing Your Portfolio

Be selective in preparing your portfolio materials; recruiters are looking for quality, not quantity. Portfolios should include the best examples of your work and design capabilities. Include both your process as well as the final product. Recruiters want to see your skills and abilities in design more than how well you can set up a nice portfolio display.

- **Materials:** Portfolio materials should be clean and presented to their best advantage (e.g., matted, mounted). If in-person, practice the set-up and organization before you attend. While it's not necessary, three-dimensional objects like a well-built model, costume, prop, or related craft can be an asset.
- **Cite Your Work:** Identify your work as a class project or realized production with the title, producer (organization/class), and date. Include your process and research work as well. Recruiters are interested in getting to know your whole process from start to finish, not just the final product.
- **Photographs:** Document the evolution of a complex project through a series of photographs. Use photos that are not repetitive and show your work clearly. At least one full stage photo of a set and full figure shots of characters in costume are expected.
- **Assistant Work:** We don't recommend using photos of productions where you served as assistant designer; however, you may include assistant designer credits on your resume and/or provide applicable paperwork (e.g., drafting, lighting plot, etc.), if you properly credit yourself as assistant designer.
- **Other Examples:** It's a good idea to have examples of non-theater work reflecting your taste and abilities (e.g., graphic arts projects, life drawings, photography).
- **Resumes/Transcripts:** Have copies of your resume and unofficial transcripts ready during the interviews. For live-virtual participants, be ready to screen-share or email these if requested.



Example portfolio display at the Design/Technology (Chicago) Interviews

“ It was the best decision I could have possibly made! I found the perfect program for me, one that wasn't even on my radar to begin with. ”

- E.D., 2026 attendee of Design/Technology (Chicago) Interviews

Preparing for the URTA Interviews

- **Scheduling:** After you submit your full registration, you will receive a scheduling message with your date to attend, a station number, and other essential event details. Interviews are pre-scheduled based on recruiters' requests after their review of the materials you upload in Acceptd, so the contents of your application are very important.
- **Timing:** Interviews are 15-minutes. Every interview is conducted differently, but all recruiters want to learn more about you, talk about their program, and review and discuss your work.
- **Interviewing:** Recruiters are not only interested in your talent or potential, but in who you are as a person. Remember that you should be interviewing them as much as they are you. Be prepared to answer specific questions regarding your training needs and career goals. Most importantly, be yourself.
- **Preparation:** Use the [URTA Directory](#) to research which institutions have applicable programs. Refer to the Attendee's List on our [website](#) to see which programs are registered to recruit. Contact programs directly for information about their recruiting cycle in your discipline. Don't wait until the interview to find out what type of training each program offers. Take initiative and do your research in advance to make the most of your time.
- **Correspondence:** Recruiters may begin reviewing your materials as soon as you've submitted your application in Acceptd. Some may reach out to you to start pre-conversations or ask for additional work/materials. You are also encouraged to contact them to introduce yourself, ask questions, and express your interest in their program. Starting correspondence in advance is a great way to learn more about a program, connect with recruiters, and gauge if the school is a good fit for you, helping you make the most of your interviews.

Day-of Information (Chicago)

This is to give you an idea of how the URTA Design/Technology day runs in-person. Times are subject to change—complete daily schedules will be shared in your Accepted scheduling message.

The URTAs are a full-day commitment. The day will begin at approximately 7:00 am (Central). After check-in, your day starts with a mandatory orientation and will run until the end of your last interview, which may be late in the evening. Do not schedule any other appointments or book travel on the day of your URTA Interviews to avoid potential conflicts.

All Times are Approximate (Central Time Zone)	Design/Technology Interviews Run-of-Day
7:00 – 7:30 am	Candidate Check-In <i>After check-in you can start to set-up your display</i>
7:30 – 8:00 am	Mandatory Orientation
8:00 – 9:00 am	Set-Up Portfolio Displays
9:00 – 9:45 am	Continuing Education Session (Recruiter Design Hall Walk-Through) <i>Candidates attend an education/information session while recruiters do a walk-through</i>
10:00 am – TBD	Interviews <i>15-minutes each with 5-minutes in between</i>
1-hour break (time TBD)	
TBD – 9:30 pm*	Interviews Continue <i>*End times vary; you're done after your last interview</i>

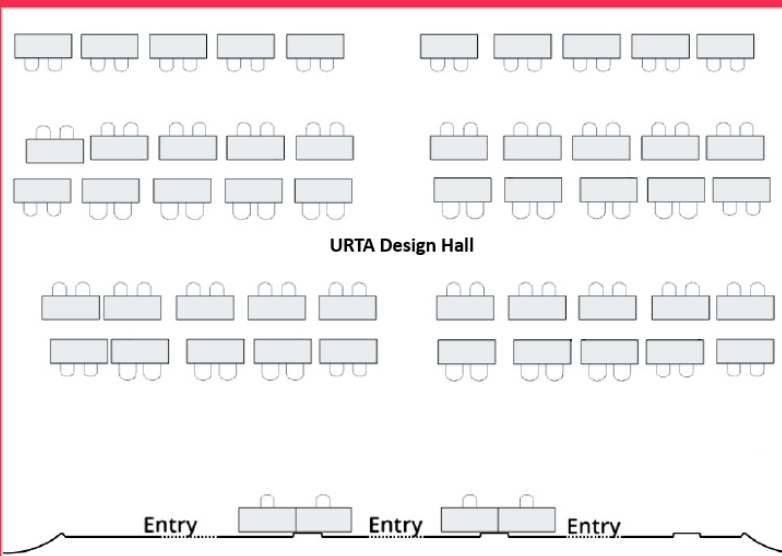
Candidate Check-In & Mandatory Orientation

- Candidates will check-in with URTA staff upon arrival and will be directed to the Design Hall for orientation.
- During orientation, you will learn how the day will run, receive important updates, and have an opportunity to ask questions.

Station Set-Up & Recruiter Walk-Through

- You will have one-hour to set up your station. Each station consists of:
 - One table approximately 6' long x 30" wide (dimensions may vary) and two chairs.
 - The entire display must be contained on the table, and if necessary, on the floor space immediately surrounding the table. There will NOT be a wall behind your table.
 - You may utilize your own free-standing display board, but you're responsible for set-up/removal.
 - The display should be set up facing the chairs so recruiters can sit and look at your work.
 - Power is available, but multiple stations will be sharing, so candidates should pack their own extension cords to ensure they can reach a shared power source.
 - Bring any additional materials you may need for constructing your portfolio display (e.g., tape, a screwdriver, pins, etc.).
 - Wi-Fi in the Design Hall is NOT guaranteed. If Wi-Fi is available, it may be weak/unreliable. You should have any digital displays pre-downloaded to your device, set up to run automatically on repeat, and turn off screen timeout or screen saver settings.
 - Bring headphones if your display includes sound. Candidates may NOT play sound aloud in the space.
- After set-up, candidates will exit the hall to attend an informational session, and recruiters will be given time to do a final walk-through of the Design Hall, where they may choose to add interviews to your existing schedule.
- You may bring someone with you to assist in setting up your portfolio display station, but all candidates and assistants must leave the Design Hall prior to the recruiter walk-through.
- It is recommended to have approximately 40 copies of your resume and a few copies of your transcripts (these may be unofficial) available for reference on your table.

Photos of previous Chicago design stations can be found on the following: cover page, 16, 18, 25, and 34.



Example of Design Hall layout (subject to change)



Design/Technology (Chicago) Interviews

Interviews

- **Schedules:** All interviews are pre-scheduled in advance of the event based on the recruiters' review of your materials in Acceptd. Candidates will receive a copy of their interview schedule via email by January 13, 2027. Recruiters may write-in additional interviews into your schedule during the Design Hall walk-through, so your day may run longer than originally indicated.
- **Timing & Rotation:** All interviews will occur on the single day you are scheduled to attend. Each interview is 15-minutes and will take place at your station in the Design Hall. Recruiters will rotate from station to station at their scheduled interview times. Be on time for all appointments, as you will not be able to go longer than the scheduled end time. There will be 5-minutes of downtime scheduled between each interview.
- **Preparation:** Be prepared to present and discuss your portfolio materials and be ready with questions of your own about the specific programs. Your day at the URTAs can be a very long one. There will be breaks within the schedule, but be sure you have water, a snack, and a way to take notes.
- **Interviews:** Interviews are done individually, meaning you will be the only candidate in your interview. However, many programs choose to interview in recruiting teams, so don't be surprised if there are multiple faculty members from the same school. This is particularly important for candidates applying in more than one focus area, as a school can only interview you once during the URTAs (e.g., if you applied in Scenic and Lighting Design, the recruiters from both areas will be interviewing you at the same time).
- **Downtime:** You may have gaps in your schedule, as your interviews may not all be consecutive. In this downtime, you are free to step away from your station, but return on time for your next scheduled interview. We encourage you to use this time to continue researching the recruiting programs by reviewing the [URTA Directory](#). There will also be Design/Tech companies in attendance, and we advise candidates to visit them to learn about advances in the industry and pick-up some swag.
- **End of Day:** When your last interview ends, you are done for the day. Quietly pack-up your display, clean the area around your table, and leave your station number and interview schedule (provided by URTA) at your table.

“ This experience was wonderful! I found a great grad school that will allow me to continue my education, and I found it so quickly! I was able to talk to so many professors about my portfolio and how they could help me become an even better designer. ”

- K.E., 2026 attendee of Design/Technology (Chicago) Interviews

Day-of Information (Live-Virtual)

This is to give you an idea of how the virtual URTA Design/Technology day runs. Times are subject to change—complete daily schedules will be shared in your Acceptd scheduling message.

The URTAs are a full-day commitment. The day will begin at approximately 10:00 am (Eastern). After check-in, your day starts with a mandatory orientation and will run until the end of your last interview, which may be late in the evening. Do not schedule any other appointments or book travel on the day of your URTA Interview to avoid potential conflicts.

Approximate Times (Eastern Time Zone)	Design/Tech Interviews Run-of- Day
10:00 – 10:15 am	Candidate Check-In
10:15 – 10:45 am	Mandatory Orientation <i>After orientation you will move to your station number breakout room in Zoom</i>
10:45 – 11:00 am	Set-Up Portfolio Materials <i>Cue up documents, videos, sound, websites, and/or have physical materials nearby</i>
11:00 am – TBD	Interviews <i>15-minutes each with 5-minutes in between</i>
1-hour break (time TBD)	
TBD – 9:30 pm*	Interviews Continue <i>*End times vary; you're done after your last interview</i>

Candidate Check-In & Mandatory Orientation

- During orientation, which will take place in Zoom, you will learn how the day will run, receive important updates, and have an opportunity to ask questions. During this time, URTA staff will also be checking you in for the day.

Station Set-Up

- There will be no Design Hall portfolio displays for the live-virtual event—all interviews will take place in Zoom breakout rooms.
- Be prepared to share your screen of portfolio materials and/or your website. You should have all relevant materials downloaded and ready to share to avoid wasting time during the interview while files load/buffer. You may also wish to have physical materials set-up in your space to show on camera in the Zoom.
- Participants will need to have access to a stable internet connection and a device with video and audio capabilities on the day they are scheduled for the URTAs.
- You will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom and Acceptd (application systems)—more information on how to access and make use of these technologies for the event will be provide in your scheduling message. Questions or concerns, please email URTA at theurtas@urta.com.

ONLINE INTERVIEW TIPS

-  **Mark your calendar and convert interview start times to YOUR time zone!**
-  **Test your internet speed and video/audio quality before joining.**
-  **Open your digital portfolio files beforehand and have physical materials nearby.**
-  **Use a quiet space with good lighting, a neutral background, and free of distractions.**

Interviews

- **Schedules:** All interviews are pre-scheduled in advance of the event based on the recruiters' review of your materials on Acceptd. Candidates will receive a copy of their interview schedule via email by January 6, 2027. There is no opportunity for a recruiter walk-through, so there will be no additional interviews added to your schedule on the day of the event. **The day will be hosted in Eastern Time.** If you're joining from a different time zone, be sure you convert the times on your schedule so you don't miss an interview.
- **Timing & Rotation:** All interviews are 15-minutes and will take place at the candidate's Zoom station (breakout room), with recruiters rotating from station to station. Be on time for all appointments, as you will not be able to go longer than the scheduled end time. There will be 5-minutes of downtime scheduled between each interview.
- **Preparation:** Set-up for your interview someplace quiet, with a strong/stable internet connection, have chargers you may need close by, as well as any physical or digital work samples/materials that you might want to share on camera during the interview. Your day at the URTAs can be a very long one. There will be breaks within the schedule, but please be sure you have water, a snack, and a way to take notes during/after the interviews.
- **Interviews:** Interviews are done individually, meaning you will be the only candidate in your interview. However, many programs choose to interview in recruiting teams, so don't be surprised if there are multiple faculty members from the same school. This is particularly important for candidates applying in more than one focus area, as a school can only interview you once during the URTAs (e.g., if you applied in Scenic and Lighting Design, the recruiters from both areas will be interviewing you at the same time).
- **Downtime:** You may have gaps in your schedule, as your interviews may not all be consecutive. In this downtime, you are free to step away from your computer, but stay signed into Zoom (muted/camera off) and return on time for your next scheduled appointment. We encourage you to use this downtime to continue researching the recruiting programs using the URTA Directory.
- **End of Day:** Once your last scheduled interview ends, you are done for the day and may leave the Zoom.

“ As someone not familiar with this field, URTA's resources were extremely helpful to me to learn and navigate the application process. ”

- P.P., 2026 attendee of the Design/Technology (Live-Virtual) Interviews

Information for Sound Designers

- Sound Design will only recruit at the live-virtual design/tech day (January 10, 2027). There will be NO in-person recruiting for Sound.
- Candidates registering only in the Sound category are eligible for a Candidate Award, which provides FREE registration for the URTAs. Follow the instructions in the registration on Acceptd to redeem your award.
- Some tips from recruiters to consider when preparing your portfolio:
 - Prepare a 5-7-minute recording with examples of your best work. Use a vocal identifier at the beginning of each example stating the title, producer (organization/class), date, and other appropriate information.
 - Present samples of live/Foley sound effects.
 - Create a 5-7-minute video portfolio highlighting your sound effects and music with images of the production that relate to your design. Include the title, producer (organization/class), date, and other appropriate information. Limit non-original/commercial music segments to 10-seconds.
 - Pre-set volume at the level you'd like your cues heard and make sure the audio is playing back properly.
 - Create a concept statement for each production you are presenting. Explain how your work supports the show's narrative, and your collaborative process with the director and production team. Discussing relevant research strategies and materials can help provide context.
 - Present sound design paperwork (e.g., cue sheet, speaker plot, line diagram, a1 prompt/pickup script).
 - Display detailed images of any practical equipment used or unique installation challenges. If the show is a musical, include photographs or drawings of mic placement.
 - Have examples of your show files and sound editing (e.g. QLab Workspace, SFX, ProTools, Logic Project).

After the URTAs

What happens next? Be sure to read the URTA's Offer and Acceptance Policy, provided in this handbook, and keep in mind that every school has different procedures. After your interview, a school may reach out to you with next steps or you may need to get in touch with them. Some programs may invite you to additional rounds of interviews, to attend a campus visit, and/or to submit an application to their program. It's up to you to make sure you understand these next steps—and it's a great question to ask in your URTA interview. Stay in touch with the programs after the URTAs, and if you are unclear on next steps, ask them.

Directing, Stage Management, & Arts Leadership Interviews

The URTAs provide you with the opportunity to share your work with all URTA member schools recruiting in 2027 through a single registration. A full list of these schools can be found on our [website](#) on the Attendees List, which will be updated as schools register.

Arts Leadership Candidates: Arts Leadership is a Candidate Award discipline, providing FREE registration for the URTAs. Registration fees will be waived automatically in Acceptd if registering for Arts Leadership. Visit urta.com/awards for more information.

Registration

All Directing, Stage Management, and Arts Leadership interviews will be live-virtual—there will be NO in-person event. When you register, you will be asked to upload a Common Packet to Acceptd by the registration deadline. These areas of study are extremely competitive, and schools accept only a small number of candidates. To be given full consideration, your Common Packet must be received on time. We are unable to accept late registrations.

Candidates have the option to register for the following events and will only be scheduled for one day:

Jan 9, 2027	Jan 10, 2027
 Virtual Interviews Live-Online Directing, Stage Management, & Arts Leadership	 Virtual Interviews Live-Online Directing, Stage Management, & Arts Leadership

Common Packet Contents

All Common Packet materials are uploaded in stage two of your registration on Acceptd. This allows for more time to prepare materials, but pay attention to the instructions and deadlines as you will not be scheduled until all required stages of your registration are submitted. *** Required**

- Resume of experience
- Headshot/photo
- Unofficial academic transcripts
- Three letters of recommendation
 - You will provide your three recommenders' email addresses in stage one of the registration
 - When you submit stage one, recommenders will receive a link from Acceptd to upload their letter directly to your registration
 - Follow-up with your recommenders and remind them to complete their upload before the December deadline
- Statement of professional goals
- **Optional:** Additional materials you would like to share with recruiters may include work samples, media materials, personal/artistic statements, recordings, videos, and/or photos reflecting special skills or artistic interest, and a statement of purpose—your “why” for grad school, etc.

COMMON PACKET

- ✓ Resume*
- ✓ Headshot/photo*
- ✓ Unofficial transcripts*
- ✓ Three Letters of Recommendation*
- ✓ Statement of Professional Goals*
- ! Discipline specific materials (see next page)

Directing Candidates Should ALSO Include

- Statement of directorial philosophy
- Directing portfolio/work samples can be provided by directly uploading portfolio materials in Acceptd (PowerPoint, PDF, photos, videos, etc.) OR by including a link to a digital portfolio (a personal website, social media platform, or a digital gallery)

Stage Management Candidates Should ALSO Include

- Work samples/production paperwork can be provided by directly uploading documents to Acceptd (PowerPoint, PDF, photos, etc.) OR by including a link to a personal website showcasing portfolio materials (a website, social media platform, or a digital gallery)

Arts Leadership Candidates Should ALSO Include

- Two writing samples: these may be academic or professional writing samples (no set length/requirements)
- Optional: Personal website or work samples/portfolio materials

Both stages of your registration must be received before recruiters can view your materials and consider you for their program. **Your uploaded materials are extremely important, as recruiters will be reviewing these materials in advance of the URTAs to make their interview requests.** We encourage you to upload any additional materials and work samples that you feel will help give the school recruiters a chance to get to know you, your experience, your interests, your reasons for pursuing graduate training, and more. Be sure to include both process-materials as well as final-materials, as recruiters are interested in seeing your process from start to finish.

IMPORTANT NOTE: Recruiters will be determining whether or not they wish to interview you based solely on the materials you provide in Acceptd. While candidates will be scheduled for a particular day to participate in the URTAs in order to save the date, that does NOT guarantee they will receive interviews from schools.

Preparing for the URTA Interviews

- Scheduling: After you submit your full registration on Acceptd, you will be scheduled for a day to attend the URTAs. Following the registration deadline, recruiters will have time to review all applications before providing URTA with a list of the candidates they wish to interview. Interviews are pre-scheduled based on these requests. Schedules are then computer generated and cannot be changed. Candidates will receive a copy of their interview schedule via email by January 5, 2027, containing the Zoom information needed to join the interview(s). **Registering and being scheduled for a date to attend the URTAs does NOT guarantee you will receive interview requests.** If this is the case, you will receive an email by January 5, 2027, alerting you that you do not have any scheduled interviews.
- Timing: Interviews are 25-minutes. Every interview is conducted differently, but all recruiters want to learn more about you, talk about their program, and review and discuss your work. **All schedules will be in Eastern Time.** If you are joining from a different time zone, be sure to convert the times accurately.
- Preparation: Use the [URTA Directory](#) to research which institutions have applicable programs. Refer to the Attendees List on our website to see which programs are registered to recruit. Contact programs directly for information about their recruiting cycle in your discipline. Don't wait until the interview to find out what type of training each program offers. Take initiative and do your research in advance to make the most of your time.
- Technology: Participants need to have access to a stable internet connection and a device with video and audio capabilities on the day they are scheduled for the URTAs. You will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to, Zoom and Acceptd (application system)—more information on how to access and make use of these technologies for the event will be provided in your scheduling message. Questions or concerns, please email URTA at theurtas@urta.com.
- Interviewing: Recruiters are not only interested in your talent or potential, but in who you are as a person. Remember that you should be interviewing them as much as they are you. Be prepared to answer specific questions regarding your training needs and career goals. Most importantly, be yourself.
- Correspondence: Recruiters may begin reviewing your materials as soon as you've submitted your full application on Acceptd. Some may reach out to you to start pre-conversations or ask for additional work/materials (e.g., Directors may be asked to prepare a directorial approach to a specific play). You are also encouraged to contact them to introduce yourself, ask questions, and express your interest in their program. Starting correspondence in advance is a great way to learn more about a program, connect with recruiters, and gauge if the school is a good fit for you, helping you make the most of your interviews.

Day-Of Information

This is to give you an idea of how the URTA Directing, Stage Management, and Arts Leadership day runs. Times are subject to change—complete daily schedules will be shared in your Accepted scheduling message.

The URTAs are a full-day commitment. The day will begin at approximately 10:00 am (Eastern). After check-in, your day starts with a mandatory orientation and will run until the end of your last interview, which may be in the evening. Do not schedule any other appointments or book travel on the day of your URTA Interviews to avoid potential conflicts. All live-virtual event schedules will be in Eastern Time. If you are joining from a different time zone, convert the times accurately.

Approximate Times (Eastern Time Zone)	Directing, Stage Management, & Arts Leadership Interviews Run-of-Day
10:00 – 10:25 am	Candidate Check-In & Mandatory Orientation <i>After orientation you will leave the Zoom and prepare to join your first interview</i>
10:30 am – 9 pm*	Interviews <i>25-minutes each with 5-minutes in between; *End times vary; you're done after your last interview</i>

Candidate Check-In & Mandatory Orientation

- During orientation, which will take place on Zoom, you will learn how the day will run, receive important updates, and have an opportunity to ask questions. During this time, URTA staff will also be checking you in for the day.

Interviews

- Schedules:** All interviews are pre-scheduled in advance of the event based on the recruiters' review of your materials on Accepted. Candidates receive a copy of their interview schedule via email by January 5, 2027. The day will be hosted in Eastern Time. If you're joining from a different time zone, be sure you convert the times on your schedule so you don't miss an interview.
- Timing:** All interviews are 25-minutes and will take place in Zoom meetings set by the schools. Be on time for all of your appointments, as you will NOT be able to go longer than the scheduled end time. There will be 5-minutes of downtime scheduled between each interview.
- Preparation:** Set-up for your interview someplace quiet with a strong/stable internet connection and have chargers close by. Be prepared to share your screen and have all materials, including your resume and portfolio/work samples downloaded, so you do not waste time waiting for documents to load/buffer. Your day at the URTAs can be very long. There will be breaks within the schedule, but be sure you have water, a snack, and a way to take notes during/after the interviews.
- Interviews:** Most programs will interview candidates individually. However, some may interview candidates in pairs or small groups. Each interview will be a bit different, but candidates should be prepared to discuss their portfolio materials and experience, as well as their career goals and reason for pursuing graduate school. Directors should be prepared to discuss their directorial approach to a play.
- Downtime:** You may have gaps in your schedule, as your interviews may not all be consecutive. In this downtime, you are free to step away from your computer, but be sure to return on time for your next scheduled appointment. We encourage you to use this downtime to continue researching the recruiting programs using the [URTA Directory](#).
- End of Day:** Once your last scheduled interview ends, you are done for the day and may log out of Zoom.

After the URTAs

What happens next? Be sure to read URTA's Offer and Acceptance Policy, provided in this Handbook, and keep in mind that every school has different procedures. After your interview, a school may reach out to you with next steps or you may need to get in touch with them. Some programs may invite you to additional rounds of interviews, to attend a campus visit, and/or to submit an application to their program. It's up to you to make sure you understand these next steps—and it's a great question to ask in your interview. Stay in touch with the programs after the URTAs, and if you are unclear on next steps, ask them.

“ It was a great opportunity to meet with several grad schools and easy to do. ”

- A.B., 2026 attendee of
Directing Interviews

Additional Information

URTA Hotel Room Blocks

At the in-person and hybrid event locations, URTA will reserve a block of hotel rooms at a discounted group rate for attendees. Candidates are not required to stay on-site at the URTAs, but many choose to do so for convenience. Additional details, including rates and how to reserve a room, will be included in your Accepted scheduling message. Candidates who wish to book a room within the URTA block are encouraged to complete their URTA registration early to receive their scheduled date(s) and hotel booking information for best availability.

International Candidates

The URTAs are open to international candidates. However, all GPAs reported on the registration in Accepted must be in the U.S., 4.0 scale. It is the responsibility of the candidate to convert and report their GPA appropriately. While URTA accepts unofficial transcripts and GPA conversion, many programs will require official transcripts and grade reports. Candidates should reach out to programs of interest directly to inquire about additional requirements they may have for international applicants by using the contact information provided in the [URTA Directory](#) and [Guest Catalog](#).

If registering for the live-virtual URTAs, it is the responsibility of the candidate to be aware of the digital technology needs to participate in the event and ensure that these technologies are accessible where they are located. These technologies include, but are not limited to: an internet-connected device capable of both video and audio communication, a stable and reliable internet connection, a Zoom account (basic, free version), and an Accepted account (for the URTA application and AuditionRoom for live-virtual auditions). More information about these technologies is available in the previous sections of this Handbook and will be communicated to candidates in advance of the URTAs. Additionally, the live-virtual events will be scheduled in U.S. Eastern Time (as the URTA office is located in New York), and international candidates are responsible for ensuring they are able to participate at their corresponding local time.

For international candidates that choose to register for the in-person URTAs, all events take place in the United States and it is the responsibility of the candidate to obtain visitor visas and any other permissions or documentation that may be required for admittance into the United States. If requested, URTA will be happy to write a letter of invitation in support of a visa application for candidates who have successfully completed registration for the URTAs and provided the necessary details. However, URTA is NOT able to petition for a visa on behalf of a candidate. Candidates should refer to the [U.S. Department of State website](#) for the latest rules, regulations, and processes. Keep in mind that the process of obtaining a visa can be time consuming, and URTA is unable to issue refunds (outside of our standard cancellation policy) for any candidates that are unable to obtain a visa in time for the event, so we encourage you to begin early. Please send any requests for letters of invitation to theurtas@urta.com.

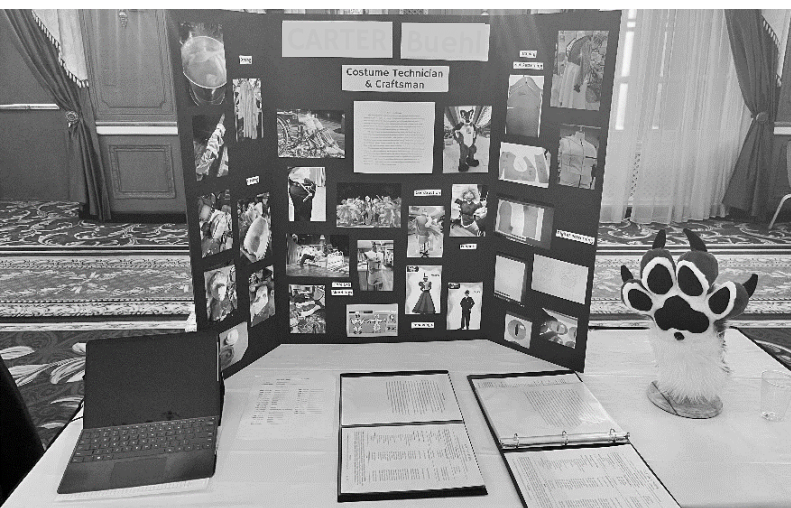
Be aware that some programs may invite students for in-person callback interviews at a later date. As these are solely at the discretion of the individual programs, please inquire directly with them regarding necessary U.S. travel documentation. URTA is unable to provide letters of support for any visas or other travel documentation required for in-person callback interviews, or subsequent program enrollment.

“ Anyone who is pursuing graduate school in the arts should always try this. The school I found was never even on my radar and I am so pleased having met them. I feel very fortunate to be attending this fall. Thank you URTA! ”

- A.M., 2026 attendee of Directing Interviews



URTA EVENT POLICIES





URTA CODE OF PROFESSIONAL CONDUCT

All participants at URTA events, both in-person and virtual, (including URTA staff, members, non-members, candidates, vendors, panelists, and others) are expected to conduct themselves in a professional manner both in their public behavior and personal interaction, displaying common courtesy to all, and respect for private property. Harassing or offensive behavior will not be tolerated.

Conduct found to be in violation of these policies may result in an individual's expulsion from the event and/or disciplinary action against the program, institution, or business they represent.

URTA recognizes that personalities and working styles may differ, but, notwithstanding these differences, all are accountable for their own behavior and the impact it may have on others.

What is Unacceptable Behavior?

Unacceptable behavior (including bullying and harassment) may involve actions, words, or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Bullying or harassment may be by an individual against an individual or involve groups of people.

URTA defines unacceptable behavior as:

- It is unwanted by the recipient.
- It has the purpose or effect of violating the recipient's dignity and/or creating an intimidating, hostile, degrading, humiliating, or offensive environment.
- Having regard to all the circumstances, including the recipient's perception, it was reasonable for the behavior to have such an effect.

Unacceptable behavior need not be face-to-face and may take many forms, such as written, telephone, or email communications, or through social media.

Some examples of unacceptable behavior are:

- Unwanted physical contact. URTA recommends no physical contact unless the professional purpose of the contact has been explained, permission has been sought, and permission has been given.
- Aggressive or abusive behavior, such as shouting or personal insults.
- Spreading malicious rumors or gossip about, or insulting, either an individual or another participating institution.
- Discrimination or harassment related to an individual's race, ethnicity, national origin, sexual orientation, age, religion, gender, gender identity, disability, or other similar personal characteristic.
- Offensive comments/jokes or body language.
- Coercion, such as pressure to subscribe to a particular political or religious belief. Recruiters must be mindful that, for the candidate, this pressure may be unspoken. Candidates, in their eagerness to succeed, may not feel empowered to say "no." It is unethical for recruiters to take advantage of their positions of power to pressure a candidate to participate in techniques or engage in interview questions that cause distress.

It is important to note that behavior considered acceptable by one person may be considered offensive to another. Therefore, everyone has an obligation to be proactively and judiciously cognizant of how their words or actions may reasonably create a hostile environment for others.



A recruitment process naturally involves legitimate, constructive, and fair feedback of a candidate's work. Although these sentiments may be difficult for the candidate to hear, they should never be given in a demoralizing or insulting tone. Ethical behavior extends to all forms of actor and character communication. This includes a principled use of acting methods and personalization techniques during text coaching, improvisation, and actor/character inquiries and explorations.

Isolated incidents of behavior such as abruptness, sharpness, or rudeness, which should also be avoided, will generally not be considered to amount to bullying.

Persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with this policy should contact an URTA staff member as soon as possible. A complaint may also be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, where the matter will be handled in an expeditious and confidential manner.

All URTAs participants are also reminded to review the URTA policies governing offers of admission.



URTA INTERVIEW/CALLBACK GUIDELINES

Providing a safe and positive environment for both candidates and recruiters is of the utmost importance to URTA. As such, URTA has established a Code of Conduct, included in this packet, which all candidates and recruiters must abide by, as well as guidelines for conducting callback interviews at the URTA Auditions & Interviews ("URTAs"), found below.

These guidelines provide guidance for recruiters when making their arrangements for callbacks/interviews at the URTAs, and so that candidates know what to expect when going into their callback interviews at the URTAs. As stipulated in the URTA Code of Conduct, persons finding themselves in a situation where they feel their safety is at risk or who become aware of an attendee not in compliance with these guidelines, should contact an URTA staff member as soon as possible. A complaint may be made at any time prior, during, or after an URTA event via email to theurtas@urta.com, where the matter will be handled in an expeditious and confidential manner.

For all in-person Acting callbacks - Recruiters may opt to utilize the URTA "Public Space" to conduct their interviews. This Public Space will be in a large conference room, set up with rows of tables and chairs (similar to a college fair), which recruiters may utilize to conduct individual or small group interviews. Given the public nature and close proximity to other recruitment interviews, this location may not be conducive to working performance pieces, and we ask that all parties consider this and are respectful of their colleagues and neighbors.

If a program prefers not to utilize the Public Space, the following options are available:

- In Philadelphia, recruiters may make their own arrangements for alternate callback locations at the URTA hotel, such as a private meeting/conference room or a suite. Callbacks may NOT be held in a hotel sleeping room.
 - URTA will permit the use of suites for callbacks in Philadelphia as long as the bedroom space is completely closed off by a door from the working area in which callbacks will take place. In addition, the working area where callbacks will take place must be empty of any personal belongings, and maintain a professional, meeting room atmosphere. Recruiters will also be required to post callback and code of conduct signage (provided by URTA) on the exterior door, to make clear to participants the location of the callbacks.
- In Chicago, URTA is holding a floor of meeting rooms which programs may reserve through URTA to hold their callbacks. NO callbacks will be permitted in suites or guest rooms in Chicago.
- In Atlanta, URTA is working with our host partners at Spelman College to secure callback spaces for URTA Member programs that choose to attend the auditions in-person.

In all locations, if a program chooses to make use of a private callback interview location, they are required to have two people physically present at all times when candidates are in the room. This could be two recruiters, or a recruiter and another representative of the program, such as an alum, additional instructor, etc. In addition, URTA strongly suggests that these interview teams be of mixed gender, and that programs consider interviewing candidates in pairs or groups. URTA also asks all programs to hang identification signage and the code of conduct on the door to clearly identify the callback location for candidates if it is being held in a private room location. URTA will provide these signs for programs on-site in each city.



For all in-person interviews in Design/Technology – Recruiters will conduct interviews solely in the public design exhibition hall at the candidates’ stations according to the assigned schedule created by URTA and emailed out in advance of the event.

For all live-virtual interviews in any discipline – Interviews will take place online through Zoom. Since you will be communicating via video conferencing, we do not require that programs have two persons in the interview room. However, we strongly encourage programs to still have two individuals from their institution taking part in the live, online interview; whether both people are viewed on a single camera, or logging in from different places. As ever, they need not both be faculty members. Alumni, current students, and other representatives of the program are welcome.

Recruiting faculty at virtual events (excluding Design/Technology) will be responsible for setting up their own Zoom room for callback interviews, and providing the room links to URTA in advance of the event.



URTA POLICY ON OFFERS AND ACCEPTANCE

URTA recruiting events support an equitable offer process between schools and candidates. It is the responsibility of all parties to communicate honestly, quickly, and professionally. The following policy applies to all participants at URTA recruiting events, including URTA Members, non-members, guest institutions, and candidates in all areas.

Recruiting programs may not extend formal offers until the conclusion of the URTAs recruiting events in their discipline. The first/earliest dates that offers may be extended for each recruiting discipline are:

- Acting: February 15, 2027 (12:00 am Eastern Time)
- Design/Technology: February 1, 2027 (12:00 am Eastern Time)
- Directing, Stage Management, Arts Leadership: January 18, 2027 (12:00 am Eastern Time)

All offers must be made in writing. A verbal offer must be followed by an official offer in writing.

Offers must include the specifics of any financial commitments made by the organization, such as tuition waivers, stipends, housing, travel, and assistantships.

Candidates must email a verification they have received the offer in a timely fashion.

The dates above indicate the earliest date that any program may extend an offer; however, programs are not required to make offers on these dates. Programs have different internal timelines, and offers may be made on any date after those listed above.

Candidates cannot be required to accept or decline an offer for two (2) weeks from the above dates. The first/earliest dates that programs may require a candidate to provide a formal decision on the offer are:

- Acting: March 1, 2027 (12:00 am Eastern Time)
- Design & Technology: February 15, 2027 (12:00 am Eastern Time)
- Directing/Stage Management/Arts Leadership: February 1, 2027 (12:00 am Eastern Time)

Candidates are free to accept or decline an offer prior to these dates, if they wish.

After this 2-week period, recruiters may rescind their offer if a candidate has not formally responded. Additionally, after this date, offers may be made and responses required on a timeline of the program's choosing, though it is essential that the recruiting programs make these deadlines clear to candidates in writing and provide reasonable time for a candidate to receive and respond to correspondence.

In advance of the offer/acceptance period, recruiters should clearly communicate their specific application process, including the procedure and costs. They should also reiterate the date by which an answer is required, and advise whether a university application, campus visit, or other requirements will impact the candidate's prospects for a formal offer.

Wait list policies must be clearly articulated. If a candidate is to be put on a wait list, there should be a date agreed upon when the candidate will be informed of an opening.

At the time that a candidate accepts an offer, the recruiter must positively inquire as to whether the candidate has previously accepted an offer from another institution subject to this policy and, if so, whether they have informed that program of their change of intent.



Candidates are free to accept or reject an offer at any time during the 2-week offer/acceptance period (see dates above). Should a candidate accept an offer and then change their mind during this period, they must immediately email this decision to the recruiter, and they will be released.

If the candidate changes their mind after the 2-week period, they must immediately request a written release from the recruiter, and should not be admitted to another program until this step is completed.

RECRUITING FOR SUBSEQUENT YEARS

A school recruiting at the URTAs for the academic year beginning in the fall, but who formally offers a candidate a place in the following, or subsequent year's class, must guarantee that offer until the date in the next year (designated by URTA) when candidates may be asked to respond to offers made in that year's cycle of recruiting.

A candidate is free not to respond to such an offer until the referenced date. A candidate is free to accept the offer, but may change their mind over the course of the intervening year. The candidate must advise the school of any change in their plans. A school making such an offer must inform a candidate of their rights regarding the offer and provide them a copy of the related URTA memo on the policy. To avoid confusion, the offer should be memorialized in writing.

APPLICATIONS AND PROCESSING FEES

A primary intention of the URTA Auditions & Interviews is to provide candidates with a financially fair and equitable means of pursuing graduate training. However, some school administrations require a potential candidate to submit an application and pay a related application fee prior to allowing a department to consider the candidate for a position. URTA strongly urges member programs operating under such strictures to act responsibly and ethically in identifying candidates of serious interest to them before encouraging candidates to submit applications and pay application or processing fees in advance of program reviews and/or formal offers.



URTA PARTICIPANT AGREEMENT

The undersigned voluntarily agrees to participate in the **URTA Auditions & Interviews** program sponsored by **The University Resident Theatre Association** from any date between January 9 – February 7, 2027.

The participant recognizes that **The University Resident Theatre Association** has not undertaken any duty or responsibility for their safety and the undersigned agrees to assume the full responsibility for all risk of bodily injury, death, disability, and property damage as a result of participating in the **URTA Auditions & Interviews**. The participant recognizes that some risk may be assumed in participation.

The participant hereby states the following: I understand the risks involved in participating in the **URTA Auditions & Interviews** and willingly and voluntarily accept these risks; I hereby surrender any right to seek reimbursement from **The University Resident Theatre Association** and its directors, officers, employees, volunteers, and other agents for injury sustained and liability incurred during my participation in the activity described above; I warrant that I am not relying on any oral representations, statements, or inducement apart from the statements made on this form.

Notice of Photography/Videography:

Photographs and/or video recordings may be taken at the **URTA Auditions & Interviews**. By taking part in this event, you grant the event organizers full rights to use the images resulting from the photography/video recording/screen captures, and any reproductions or adaptations of the images for fundraising, publicity, educational programming, or other purposes to help achieve the group's aims. This might include, but is not limited to, the right to use them in their printed and online publicity, social media, press releases, and funding applications. If you do not wish to be photographed or filmed, please inform an event organizer.

Virtual Event Technology:

Participants in the **URTA Auditions & Interviews** will be required to download and utilize a variety of free virtual event technologies and communication systems, including but not limited to Zoom, Acceptd (application system), and AuditionRoom (virtual auditions), and have access to stable internet, and a device with video/audio capabilities. The extent of these technology needs will be dependent on the participant's selected application area. Those with questions or concerns should reach out to an event organizer.

Data/Info Waiver:

By taking part in the **URTA Auditions & Interviews** you agree to your application materials, including your contact information, being shared with recruiting institutions participating in the URTAs, partners/sponsors of URTA, and for URTA's educational programming purposes. These organizations must make known their association with URTA when first making contact with you, and must provide an opt-out option for you to select for any future communication from their organization.

Health & Safety:

All in-person participants at the **URTA Auditions & Interviews** agree to adhere to any policies URTA may set around health mitigation, as well as policies put in place by local governing authorities, and hosting venues.

URTA retains the right to shift the **URTA Auditions & Interviews** to a fully live-virtual event if URTA determines that health and safety concerns will prohibit an in-person gathering.

**Force Majeure:**

The University Resident Theatre Association (URTA) will not be held liable for loss or damages due to any delay or default in the delivery of and participation in the URTA Auditions & Interviews program, if such delay or default is caused by conditions beyond the control of URTA including, but not limited to, acts of God (such as severe inclement weather), fire, pandemic, wars, acts of terrorism, insurrections, labor union strikes, Government restrictions (including the denial or cancellation of necessary licenses, permits, exports, or other necessary documents), denial of travel, and/or any other causes beyond the reasonable control of URTA. Should any URTA program or event be canceled, postponed, or otherwise adversely impacted as a result of a force majeure event, URTA shall be under no obligation to refund payments already received. URTA will make all reasonable efforts to work with Clients to produce the program or event at a later date, in a different venue, and/or through a different delivery-method, subject to availability and feasibility to be determined by URTA. In the event of rescheduling, additional fees or requirements may be necessary and due to URTA and/or other event Vendors.

Candidate Changes/Cancellations:

Change Requests: Candidates select their preferred event location and are given the opportunity to provide schedule conflicts at the time of registration to avoid application/schedule changes. If a candidate should need to make a change to their event location or scheduled URTAs date, requests should be made promptly in writing to theurtas@urta.com. While URTA makes best efforts to accommodate change requests, scheduling is based on availability, therefore not all requests can be accommodated. Any change requests received on or after December 1, 2026 will incur a \$15 change fee.

Cancellation Policy: All cancellation requests must be made in writing to URTA at theurtas@urta.com. Cancellation requests received before December 1, 2026 will be fully refunded, minus a \$32 cancellation fee. Cancellation requests received on or after December 1, 2026 are non-refundable. Please note that all donations made to the Pay It Forward Candidate Award are non-refundable, regardless of when the cancellation request is submitted.

By registering for the URTAs, the participant confirms that they have read, understand, and consent to the terms of this participant agreement.



APPENDIX: SAMPLE RESUMES



Heidi Turner
(303) 555-5427
heidi.turner@gmail.edu
www.heiditurneractress.com

HEIGHT: 5'7"
WEIGHT: 137

EYES: Green
HAIR: Brown
VOICE: Alto

EDUCATION

UNIVERSITY OF COLORADO, B.A. Theatre
Graduation Date: May, 2016 (GPA: 3.17)

THEATRE

The Tempest	Miranda	Univ. CO, Mainstage	Jason Russel, dir.
See How They Run	Ida	Univ. CO, Mainstage	Gina Giambattista, dir.
An American Daughter	Lyssa	Studio 300	Cran Mahood, dir.
Guys and Dolls	Sarah	Grange Theatre	Raphael Mendoza, dir.

APPLIED THEATRE

Destination Down	Performer	Site-specific-downtown Denver	Devised piece w/Teatro Abierto
------------------	-----------	-------------------------------	-----------------------------------

FILM & TV

Zombieland	Shopper	Sony Pictures	Kareem Wendell, dir.
------------	---------	---------------	----------------------

DIGITAL MEDIA

Extremely Bad	Raina	Lodge Studio	Mary Parrish, dir.
Balm in Gilead	Bonnie	Dept. of Theater digital prod.	Josie Skilton, dir.

SPECIAL SKILLS:

Singing: 5 Years study with Sandra Huffman
Dance: 10 years ballet/jazz/modern: Debbie Thornsberry, Joan Yell, Mallory Graham
Dialects: Standard British, Cockney, Southern American, Russian, French

AWARDS & HONORS:

2015 BEST ACTOR – Miranda, The Tempest Univ. CO, Mainstage
2013 Stratford Players Scholarship
2013 KCACTF Region III Finalist

*THIS IS ONLY A SUGGESTION OF FORMATTING, BUT KEEP IT TO ONE PAGE.
Be sure your resume is firmly attached to your headshot (back to back).*

XXXXX

*Include small headshot/photo here
(either within the printed file or stapled)*

XXXXX

JOSH BRADFORD
Lighting/Scenic Designer

415-555-9890
Jbrad08@gmail.edu
www.braddesigns.com

EDUCATION: Northern State University, BFA in Theatre Design, granted 2015

EXPERIENCE:

2017 Set Design, VIEW FROM A BRIDGE, Paul Kape, (dir.), Lakeview Summer Theatre
2017 Lighting Design, PROOF, J. Morse (dir.), NSU Mainstage
2016 Lighting Design, THE TEMPEST, J. Morse (dir.), NSU Mainstage
2016 Lighting Design, A LESSON FROM ALOES, L. Cameron (dir.), Tiffany Theatre
2016 Lighting Design, MUCH ADO ABOUT NOTHING, J. Morse (dir.), NSU Mainstage
2015 Lighting Design, THE REAL THING, J.J. Gerard (dir.), NSU Second Stage

RELATED EXPERIENCE:

2016 Asst. Lighting Design, FIDDLER ON THE ROOF, Todd Preste (des), Fern Theatre
2016 Research Assistant, THE LARK, K. Bellows (des), NSU Mainstage
2016 Master Electrician, A MIDSUMMER NIGHT'S DREAM, Trini Rees (des), NSU Mainstage
2015 Asst. Lighting Designer, BUT FOR THE GRACE OF GOD, Leslie Meeks (des.), NSU Mainstage
2014 Lighting Assistant, PRODUCTION, Paul Kape (des.), Germane Theater Co.
2014 Board Operator, PRODUCTION, Lowell Feezback (des.), BridgemontTheatre

RELATED SKILLS AND INTERESTS:

Painting, photography, audio engineering, welding and carpentry. Fluent in French, computer literate (PC & MAC), enjoy travel.

AWARD(S):

2017, NSU Theatre Student of the Year
2016, KC-American College Theatre Festival, Recognition Award

REFERENCES:

Paul Kape
Associate Prof.
Northern State Univ.
415-555-1212
pkape@hotmail.edu

J. Morse
Artistic Director
Bridgemont Theatre
215-555-3478
morsejon@aol.edu

Leslie Meeks
Head of Design
Northern State Univ.
209-555-4418
notmeek@limebot.edu

THIS IS ONLY A SUGGESTION OF FORMATTING, BUT KEEP IT TO ONE PAGE.

XXXXX

*Include small headshot/photo here
(either within the printed file or stapled)*

XXXXX

SANDY RELATRAVA

DIRECTOR

212-555-1130

allrelative@gmail.edu

www.sandydirects.com

Directing Experience

The Foreigner
On the Verge
Hello Out There
Extraordinary Measures
Cloud Nine
Henry V

Larry Shue
Eric Overmeyer
William Saroyan
Eve Ensler
Caryl Churchill
William Shakespeare

Warehouse Theatre
Jonestown Playhouse
JMU Mainstage
JMU Studio Theatre
Ridge Community Theatre
JMU Mainstage

Assistant Directing

Our Town
Pirates of Penzance
Twelfth Night (ASM)
Wind in the Willows
One Act Play Festival (PSM)

Thornton Wilder
Gilbert & Sullivan
William Shakespeare
10 wk tour (upper Midwest)
Student Originals

Madison Civic Theatre
Virginia Shakespeare Festival
JMU Mainstage
Robin Hood Players
KCACTF Region IV

Related Experience *(include experiences which might be useful in the area you are recruiting)*

Fight Choreographer & Broadsword, Foil, Hand-to-Hand
Piano (13 years), Guitar, Juggling
Stage Manager for TFYA theater festival, 7 years.

Training

Columbia University -Director Symposium; J. Hirsch, R. Foreman, summer 2011
Williamstown Summer Theatre, Directing Intern, 2010
Stage Combat Workshop, D. Moomaw, 2009
James Madison University (JMU), BA Theatre 2009

THIS IS ONLY A SUGGESTION OF FORMATTING, BUT KEEP IT TO ONE PAGE.

XXXXXX

*Include small headshot/photo here
(either within the printed file or stapled)*

XXXXXX

JOHN F. JONES

212-123-4567

johnfjones@gmail.edu

www.johnjones.com

Education

Wagner College. BA in Arts Administration

Graduation Date: May, 2016

Professional Experience

Urban Stages, *Development Intern*

September 2015- May 2016

- Duties: Reviewing daily and weekly publications for prospects, providing ticketing assistance to patrons, writing acknowledgement letters, and assisting with event planning and specific projects.

Prospect Arts, *Marketing Intern*

January 2015- August 2015

- Duties: Development of a strategic marketing plan, assistant to the Director of Marketing in preparation of 5 productions.

The Brooklyn Community Theatre, *Box Office Assistant*

June 2012-August 2014

- Duties: Assisting the Box Office Manager with day to day operations, ticket processing, coordinating usher scheduling, assisting with production preparation and execution.

Highlights from Performing/Directing Resume

Doubt

Assistant Director

New York Civic Theatre

Hamlet

Assistant Director

Virginia Shakespeare Festival

Our Town

George Gibbs

Wagner Mainstage

Skills and Related Experience *(include experiences which might be useful in the area you are recruiting)*

Highly skilled in the use of computers and the Internet, including Microsoft Word, Excel, and Outlook. Experience with various Database software.

Honors and Awards

2016 Wagner Theatre Student of the Year

Brooklyn Community Arts Scholarship Recipient

THIS IS ONLY A SUGGESTION OF FORMATTING, BUT KEEP IT TO ONE PAGE.