



# Music Production and Engineering: Portfolio Requirements

## Application Review Process:

Applications are reviewed in the order they are received. Applications meeting the criteria of the admission requirements and portfolio review will be offered a seat in a program section, if available. Accordingly, early preparation and submission is recommended. If your portfolio is not successful, deficiencies will be noted and you will be given the opportunity to re-submit your application, as time permits.

## Portfolio Requirements:

You will see what you are required to submit starting on page 3. Incomplete portfolios will not be considered.

Your submission demonstrates your potential to build on your skills in the program.

*For those who come with an interest in music recording*, you should have a basic understanding of how current recording software is used to compose, record, edit and mix music. The form and content of your application are very important. The quality of recording of the composition is highly valued in the successful candidate as is the presentation of your submission.

*For those who come with an interest in performance music* (live sound, theatre, AV club) please submit detailed specifics of the events, equipment that you have been involved with and in what capacity (performance, sound services, lighting, etc).

## Portfolio Submission:

Once completed, you may send your portfolio through the following methods:

- If sharing through a **link/URL**, send an email to: [Admissions@nscC.ca](mailto:Admissions@nscC.ca)
  - ♦ Please include your name, your W-number, the program you are applying to and the link in the body of the email
  - ♦ Verify that the link is active and accessible from any computer
  - ♦ Ensure files are well-organized; reflect the names of the portfolio component(s); and can be easily located, opened and read by computers other than the one you used to create your portfolio
- If submitting **digitally**:
  - ♦ Acceptable file formats:
    - .wav
    - .mp3

- .pdf
- Microsoft Word document
- If submitting as **attachments to an email**, send to: [Admissions@nsc.ca](mailto:Admissions@nsc.ca)
  - The maximum size of the email cannot exceed 25Mb
  - Please include your name, your W-number and the program you are applying to in the body of the email
  - Ensure files are attached to the email; well organized; reflect the name(s) of the portfolio component(s), and can be easily located, opened and read by computers other than the one you used to create your portfolio
- If submitting on a **memory stick**:
  - Please include your name, your W-number and the program you are applying to with your submission
  - Ensure files are well-organized; reflect the name(s) of the portfolio component(s); and can be easily located, opened, and read by computers other than the one you used to create your portfolio
  - Send to:  
NSCC Admissions  
PO Box 220  
Halifax, NS B3J 2M4
  - Alternatively, you can bring your memory stick to any NSCC campus and it will be forwarded to the Admissions Department
- If submitting **printed copies**:
  - ♦ Please do not submit an original master of your live music or documents. Create a copy from your original file
  - ♦ Send to:  
NSCC Admissions  
PO Box 220  
Halifax, NS B3J 2M4
  - ♦ Alternatively, you can bring your memory stick to any NSCC campus and it will be forwarded to the Admissions Department

# Portfolio Requirements:

There are two approaches to your Portfolio: the Recording Composition approach, and the Live Sound, Theatre or Other approach.. You are only required to submit one.

## Recording Composition approach:

- **Recorded sample of your work**
  - ♦ Recorded examples might include but not limited to: song composition, sound design, setting up for live sound or theatre productions
- **Recording details**
  - ♦ Description of the process, techniques and tools used to create your recording

## Live Sound, Theatre or Other approach:

- **Audio equipment, lighting equipment, venue experience**
  - ♦ Provide details of any related experience in these areas, including related volunteer activities
- **Active Interest**
  - ♦ Provide details of related role(s) worked (e.g.: crew, performer, other)
- **Education, training**
  - ♦ Provide details of related learning already completed (e.g.: courses, seminars, workshops, etc.)

## Portfolio Checklist:

Please complete one of these checklists prior to submitting your portfolio, which will help you organize your submission and ensure that it has all of the required components.

Completed	Portfolio Components if submitting a Recording Composition
	Recorded sample of your work
	Description of the process, techniques and tools used

Completed	Portfolio Components if submitting Live Sound, Theatre or Other
	Audio equipment, lighting equipment, venue experience
	Active Interest
	Education, training

# Screen Arts Portfolio Assessment

**Your total score must add up to a minimum of 5.** If you do not achieve a score of 5 you might consider the Applied Media & Communication Arts program in order to develop the skills needed for entry to the Music Production & Engineering program. **One** of the following rubrics will be used to assess your portfolio depending on your submission.

## Recording Composition Rubric:

Scoring	3	2	1	0
<b>Technical Ability</b> <ul style="list-style-type: none"> <li>▪ Recorded Instrumentation or Virtual Instruments used</li> <li>▪ Sound (Tone) of Instruments</li> </ul>	Demonstrated within the given guidelines Tracks are well recorded Multiple tracks were being used for recording or song composition	Demonstrated within the given parameters but could use some work Multiple tracks being used that show basic use of recording software Basic ideas demonstrated for song composition	Simple ideas submitted	No evidence provided
<b>Editing</b> <ul style="list-style-type: none"> <li>▪ General Editing Skills</li> <li>▪ Presentation</li> </ul>	All editing is precise with no timing, tone or tuning issues Samples and/or loops are well edited for timing	Basic number of tracks used Adequately presented	Not all of the requirements met.	No evidence provided
<b>Song Composition, Mixing, Creativity</b> <ul style="list-style-type: none"> <li>▪ Mixing Skills</li> <li>▪ Music Composition</li> <li>▪ Mix Clarity</li> <li>▪ Listening Skills</li> </ul>	Easily demonstrates ability for entry level position Well-adjusted levels for mix Shows very strong music composition or production skills	Work shows basic ability with tools	Work demonstrates minimal knowledge with tools	No evidence provided

## Live Sound, Theatre, or Other Experience Rubric:

Scoring	3	2	1	0
<b>Written Description</b> <ul style="list-style-type: none"> <li>▪ Audio Equipment used</li> <li>▪ Lighting Equipment</li> <li>▪ Venues</li> </ul>	Multiple pieces of equipment and software used  Live Sound Mixing, Recording and Lighting Equipment used for multiple events	Demonstrated interest in using equipment or performing for live events, film or tech crew	Limited amount of volunteering	No evidence provided
<b>Active Interest</b> <ul style="list-style-type: none"> <li>▪ What roles were you involved in, crew, performer, or other?</li> </ul>	Multiple positions held giving a broad overview of work  Numerous events demonstrating various positions for entry level position	Some positions held giving an overview in live sound, film, or other	Very little performing, video or live sound experience	No evidence provided
<b>Seminars &amp; Education</b> <ul style="list-style-type: none"> <li>▪ Previous education or seminars</li> </ul>	Attended multiple music, live sound, or film seminars	Has attended one or more music, live sound, film seminars or participated in some courses related to audio/video	Has attended one or more music, live sound, film seminars or participated in some courses related to audio/video	No evidence provided