

# Sending Audition Recordings as Electronic Files

The following instructions have been created in order to make sure that technological problems are minimised and that your recording is formatted so as to give you the best possible representation to the panel.

We accept electronic files via [www.dropbox.com](http://www.dropbox.com). Dropbox is a commonly-used free site (up to two gigs is free under their basic plan) which allows individuals to upload and share files.

**Please note that we WILL NOT accept any video files sent as email attachments.**

Nor will we accept Youtube links.

## **Recordings will only be accepted with the following conditions:**

- All recordings to be video recordings.
- Content to be exactly as per requirements and set list of orchestral excerpts. Please note that failure adhere to the requirements may result in disqualification. Please consult with the Orchestra Manager if you have any concerns ([auditions@apo.co.nz](mailto:auditions@apo.co.nz))
- The audition should be recorded as no more than three continuous takes, being one take for each round specified on the audition list, OR, if no rounds are specified on the audition list, recorded in the order specified on the audition list, and in not more than three continuous takes.
- Studio-quality recording. Candidates are advised to check the playback quality of their recording before sending! Particular attention should be paid to the quality of the audio.
- Recording Engineer or referee to confirm in writing that the recording is unedited and referee to affirm that the recording is a true and honest representation of the candidate's playing. (A recording declaration form for this purpose is available on our website FAQ page)
- Recordings must arrive by the specified date. The APO cannot take responsibility for late or lost material.
- Material sent electronically must follow the specified formatting and adhere to the APO instructions for sending electronic files.

## **Instructions for sending audition recordings as electronic files:**

- Please upload your files to [www.dropbox.com](http://www.dropbox.com)
- The files should be in **MPEG4, MOV or WMV format**
- Your recording should be made in not more than three continuous takes.
- Please format the files post-recording so that each item on the list is a separate file, but please retain a copy of your full audition in "untracked" original form. While we do not require it at this point, should you be a finalist in this audition it may be requested from you.
- Please ensure that **each track is clearly titled as given on the audition list**, including the numbering of excerpts ie: excerpt number, Composer, Title of Work, movement, (eg: 7. Mussorgsky-Ravel Pictures at an Exhibition Promenade).
- Please upload all the files into a single folder, **and importantly please name your folder named with the job applied for and with your name:** e.g. Tutti 1<sup>st</sup> Violin, Anika Taylor
- Please ensure that you also complete and include the Recorded Audition Declaration signed by your recording engineer or referee.
- Share your folder with [auditions@apo.co.nz](mailto:auditions@apo.co.nz).

### **Instructions for sharing folders on Dropbox:**

If you are unfamiliar with sharing folders on Dropbox, we have included step-by-step instructions below. If you are already familiar with this process please skip to 'Checklist for Electronic files' below. We find the following to be the most efficient method of using Dropbox for audition recordings:

1. Sign in to [www.dropbox.com](http://www.dropbox.com). If you do not already have an account you can easily set one up; if you have any trouble you can ask us for assistance.
2. Click on 'new shared folder', on the right
3. Click the big blue button in the top right 'New Shared Folder'.
4. Select the first option 'I'd like to create and share a new folder' and click 'Next'
5. Title the folder with position you are applying for **and** your own name: i.e. 'Associate Principal Trombone, Elei Faamoana'.
6. Type the email address [auditions@apo.co.nz](mailto:auditions@apo.co.nz) into the 'To' field.
7. Click on your newly created folder to open it (in 'Files')
8. Select your audition files from wherever you have stored them on your computer and drag and drop/copy and paste them into your folder. It may take some time for your files to upload depending on their size.

If you follow this process, Dropbox will automatically send us an email invitation to join your folder. When we accept the invitation, you will receive a confirmation email from Dropbox notifying you that we have accepted the shared folder invitation.

You will also receive an email from us to confirm receipt once we have successfully downloaded your material and tested it for playback. We will let you know if for any reason we are having any difficulty (rare but it does happen). Please note that due to the volume of recorded auditions we receive we may not always be able to download and test your material straightaway so do not be alarmed if you don't hear from us immediately.

### **Checklist for electronic files:**

- Each excerpt formatted as a single file
- MPEG4, MOV or WMV format
- Files clearly labelled according to directions above
- Files in single folder labelled with the position applied for and with your name
- Recorded Audition Declaration included in your folder
- Share folder via [www.dropbox.com](http://www.dropbox.com) with [auditions@apo.co.nz](mailto:auditions@apo.co.nz)

If you have any questions please don't hesitate to contact us at [auditions@apo.co.nz](mailto:auditions@apo.co.nz)