

Sending Audition Recordings as Electronic Files

Expressions of Interest

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.

1. We accept electronic files via 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.
2. We also accept youtube/vimeo links emailed to auditions@apo.co.nz
3. **Please note that we WILL NOT accept any video files sent as email attachments.**

Recordings (hardcopy and electronic) will only be accepted with the following conditions:

- 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.
- 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 via dropbox:

- Please upload your files to www.dropbox.com
- The files should be in **MPEG4, MOV or WMV format for video files, MPEG3, or WAV format for audio files.**
- Please ensure that **each track is clearly titled**
- Please upload all the files into a single folder, **and importantly please name your folder named with your name and the job applied for:** e.g. Associate Concertmaster: Minji Park.
- Please ensure that you also send the signed statement from one of your referees endorsing the material as a true and honest representation of your standard of performance
- References may also be included in the dropbox folder.
- The email address for sharing the folder with is auditions@apo.co.nz.

Checklist for electronic files:

- Each excerpt formatted as a single file
- MPEG4, MOV or WMV format for video files, MPEG3, or WAV format for audio files
- 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 with 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. 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 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.

If you have any questions please don't hesitate to contact us at auditions@apo.co.nz