

Memo

Date: October 6, 2015
To: Traci Gardner
From: ROFL the Clown
Subject: Proposal for Project 3: Job Application Materials for Circus Clowns

Purpose

The purpose of this proposal is to present the background I have found for application materials in Clown Studies. I will also set expectations for project 4, with levels of C, B and A work.

Summary

As a Clown Studies major, I am interested in attending Ringling Bros. and Barnum & Bailey Clown College after graduation. Clown College is very competitive and requires applicants to submit various application materials that demonstrate the candidate's qualities and expertise. This proposal details the application materials that I will be required to submit while applying to veterinary school.

For project 3, I will gather the application materials that are required to apply to Ringling Bros. and Barnum & Bailey Clown College. The college's FAQs explain that "Improvisational ability, a sense of timing, and a sincere desire to be a clown are also necessary characteristics of a potential applicant," so my application materials must show how I fit each of those characteristics.

If this proposal is authorized I will begin work on Project 3 immediately, submitting the finished job application materials on October 26, 2015. A rough draft will be submitted October 20, 2015 for peer feedback.

Introduction

Currently, I am a student at Virginia Tech, pursuing a degree in Clown Studies. After graduation I hope to attend Clown College and achieve my dream of being a clown with the circus billed as "The Greatest Show on Earth." This proposal is to receive authorization to create the application materials necessary for the Ringling Bros. and Barnum & Bailey Clown College.

Applying to Clown College is a very competitive process, which requires applicants to submit convincing materials that demonstrate their qualifications. The [Ringling Bros. and Barnum & Bailey Clown College application](#) requires candidates to submit “a portfolio/resume, head and full body shots and a video clip featuring a thorough representation of your skills.”

The [Ringling Bros. Clown College video](#) emphasizes that the most important qualification for any clown is heart. The ability to juggle, walk on stilts, or use other props can help, but the Ringling Bros. Director of Talent David Kiser emphasizes that having the right outlook and personality matters more than anything else. You can be taught to use props, but you must have the right heart for the business.

For this portion of the application I will create a resume which includes relevant information. I will also work on making sure my online portfolio is more professional, and combine my existing performance videos into a two-minute showcase video that demonstrates my qualifications.

To complete this project, I will use information that I have obtained through conducting research on the Ringling Bros. and Barnum & Bailey website, audition videos available on YouTube, and meetings with my advisor, Dr. Bozo, and my Clown Master Studies professor, Krusty the Clown. I will also apply the knowledge of the application process that I have obtained through my work in the field.

Proposed tasks

With Traci Gardner’s approval, I will perform the following tasks to complete Project 3: Application Materials.

Task 1: Create a resume.

As Clown College is highly competitive, the Ringling Bros. and Barnum & Bailey application requires students to submit a resume that demonstrates a strong work ethic and personal accomplishments. The college does not require previous professional clowning experience, but as I have been working as a clown in the region for three years and completed an internship with Cole Brothers Circus, I want to highlight this work.

Task 2: Update my online portfolio.

I have an online portfolio, which includes photos and videos from amateur and professional clowning performances over the last eight years. Examples of the kind of images I want to add are included in the Appendix. My portfolio includes links to my social media profiles on Facebook, Twitter, and Instagram.

Since I want to demonstrate my established work in the field and my growth over the years, I will update my portfolio to include more recent materials, including the required head and full body shots. Additionally, I will ensure that the resources in the portfolio are neatly arranged to show the progression from amateur to professional work. I will also remove any pictures, tweets, or other status updates that are unprofessional and could potentially give me a bad image.

Task 3: Create a showcase video.

The Clown College application calls for “a video clip featuring a thorough representation of your skills.” Successful applicants will demonstrate improvisational ability and a sense of timing, according to the site’s FAQ.

As a result, I will review my existing performance videos, combining the best excerpts into a two-minute showcase video that demonstrates my qualifications. I will add subtitles or screen text that indicates when and where the performances took place, to show the breadth of my experience. I will show some work with props (in particular, balloon animals), but I will emphasize clips that show me connecting with the audience and enjoying what I do. I want to use clips that show my “heart,” as Ringling Bros. Director of Talent David Kiser calls it.

Task Schedule

Activity	Start Date	End Date
<i>Research for Tasks</i>	October 1	October 12
<i>Create Resume</i>	October 12	October 13
<i>Update Online Portfolio</i>	October 13	October 14
<i>Create Showcase Video</i>	October 15	October 19
<i>Have Others Review my Work</i>	October 20	October 22
<i>Make Changes to Project</i>	October 22	October 25
<i>Submit Project</i>	October 26	October 26

Evaluation Techniques

Average Work

C Project: Draft a resume detailing the information required by the Ringling Bros. and Barnum & Bailey Clown College application. My resume should be complete, well-written, and include no spelling, grammar, or punctuation errors.

Above-Average Work

B Project: Complete the C-level project and clean up my online portfolio, ensuring it includes the information required for the Ringling Bros. and Barnum & Bailey Clown College application. My online portfolio and social media sites should be complete, well-written, and include no spelling, grammar, or punctuation errors.

Excellent Work

A Project: Complete the B-level project and create a showcase video that demonstrates my qualifications, as required for the Ringling Bros. and Barnum & Bailey Clown College application. The video will be well-edited, include clear, focused images, and be organized in an appropriate manner. The text that appears in the video should be complete, well-written, and include no spelling, grammar, or punctuation errors.

Appendix

Most of the images on my online portfolio were taken by friends and family. Some were taken by clients. I want to be sure that I have some professional quality photos on the site, like these examples, which I will use as models:



Flo the Clown and Friend El Dorado County Fair



A clown participating in a Memorial Day parade

I want to include some action shots as well, which show how I interact with my audience. These examples show the kind of emotion and scene I hope to capture:



Water Clown #2



Clown face painting

Resources

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<<http://www.ringling.com/ContentPage.aspx?id=45924&parentID=390&assetFolderID=1612>>.
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<<https://flic.kr/p/8wBZXD>>.
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