

## Specific Competencies and Skills Tested in this Assessment:

#### **General Arts and Communications Technical Skills**

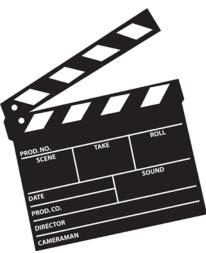
- Compare and contrast the roles of creators, performers, and others involved in the production and presentation of broadcasting/journalism, performing arts, and visual arts
- Understand the creative development process as it relates to artistic fields.
- Demonstrate an awareness of the arts within a cultural context to understand the nature and scope of art in society (e.g., how film, theatre, television, electronic, and print media productions influence values and behaviors)
- Analyze current issues related to the arts and communication fields
- Use marketing and advertising strategies effectively to inform and interest the public about various arts and communication programs

#### Visual Arts Technical Skills

- Analyze and employ art elements and principles as they relate to twodimensional works of art (e.g., drawing, printmaking, photographs)
- Analyze and employ art elements and principles as they related to threedimensional works of art (e.g., sculpture, interior design, textiles)
- Demonstrate understanding of basic performing arts processes as related to theater
- Use computer and multimedia applications (software, hardware) for the purpose of visual communications

#### **Academic Foundations**

- Apply reading skills in an arts and communication environment
- Apply writing skills in an arts and communication environment
- Apply mathematical skills in an arts and communication environment
- Apply scientific skills in an arts and communication environment



## Specific Competencies and Skills continued:

## Systems

- Demonstrate understanding of the roles arts and communication fields hold within society and the economy
- Demonstrate understanding of company hierarchies and roles within arts and communication organization structures

#### Ethics and Legal Responsibilities

- Apply appropriate laws and regulations to arts and communication situations
- Exhibit ethical conduct in conducting business and making decisions in arts and communication environments

#### Communication

- Locate, organize, and reference written information from reliable sources to communicate with coworkers and clients/participants
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills and interpret verbal and nonverbal behaviors to enhance communication with coworkers and clients
- Interpret and use tables, charts, and figures to support written and oral communication

### Information Technology Applications

- Use software such as word processors and spreadsheets to perform common business applications
- Use software such as databases to track and maintain company information

### Problem Solving, Critical Thinking, and Decision Making

- Use problem solving and critical thinking skills to locate good sources of information about problems and determine appropriate methods for investigating causes
- Use problem solving and critical thinking skills to determine root causes of problems and suggest solutions



### Specific Competencies and Skills continued:

### Leadership and Teamwork

- Exhibit leadership qualities to improve the quality of work and the work environment
- Work effectively in a team environment to improve the quality of work and the work environment

## Safety, Health, and Environmental

- Identify and practice appropriate health and safety procedures for arts and communication occupations
- Demonstrate appropriate emergency and first aid knowledge and procedures for arts and communication occupations

## **Employability and Career Development**

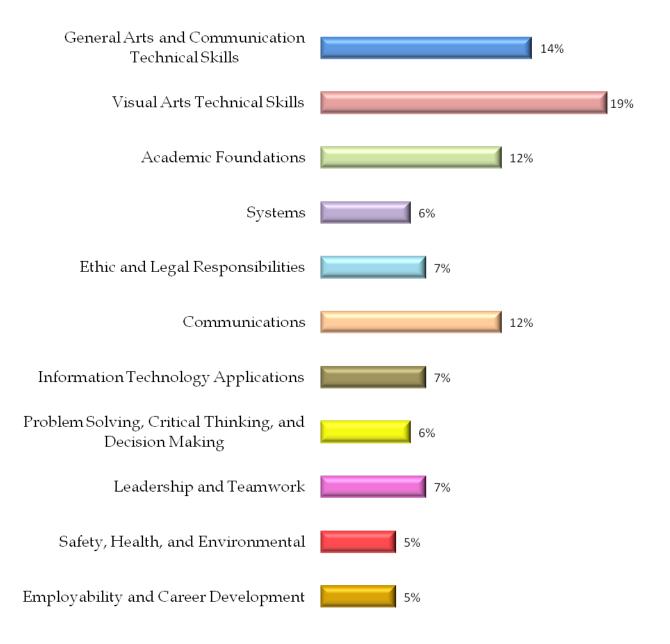
- Demonstrate employability skills related to a career in arts and communication
- Pursue career development skills to advance in arts and communication careers



## Written Assessment:

Administration Time:2 hoursNumber of Questions:104

**Areas Covered:** 



## Sample Questions:

## When used effectively, the \_\_\_\_\_ can help establish a strategic platform and keep the creative team on the same page as the client

- A. design brief
- B. comprehensive
- C. market research
- D. source book

# To secure legal right to use someone's face in a production or published photo, the producer must get a

- A. copyright from the state
- B. release signed by the subject
- C. patent for the processing that will be used
- D. verbal agreement

#### A benefit of teamwork for employees is

- A. less responsibility
- B. higher pay
- C. greater work efficiency
- D. less required training

#### Which of the following is considered a cool color?

- A. red
- B. blue
- C. yellow
- D. orange

#### An effective mentor is a person who

- A. shares mastered skills and experience
- B. holds a leadership position in the organization
- C. is external to the employee's organization
- D. has been given salary raises in the past

## During an interview with a client, the listener's understanding should be demonstrated by

- A. restating information back to the client
- B. having the organization's secretary call the client
- C. shaking the client's hand firmly and vigorously
- D. smiling and nodding repeatedly

## Sample Questions (continued)

## **Evidence of professional development is important for advancement because it shows**

- A. a desire to establish a good relationship with the boss
- B. an interest in getting a different job
- C. an awareness of the need to gain additional skills
- D. that job duties are being restructured

#### The proper way to lift a heavy object is to

- A. arch the back, take a deep breath, then lift by straightening the back
- B. keep the knees straight, then lift using the back muscles
- C. bend the knees, then lift using the leg muscles while keeping the back straight
- D. place one foot behind the other, then lift by straightening the legs

#### In interior design, a client's perception of textures can be influenced by light, making

- A. rough textures appear darker and smooth textures appear lighter
- B. bright textures appear complex and dark textures appear dense
- C. brick textures appear brighter and glass textures appear darker
- D. dense textures appear lighter and smooth textures appear brighter

#### A graphic design is considered to be asymmetrical when visual elements are

- A. formally balanced
- B. informally balanced
- C. identical
- D. opposite