

Overseas interview guidelines



BA (Honours) Management of Music, Entertainment Theatre and Events

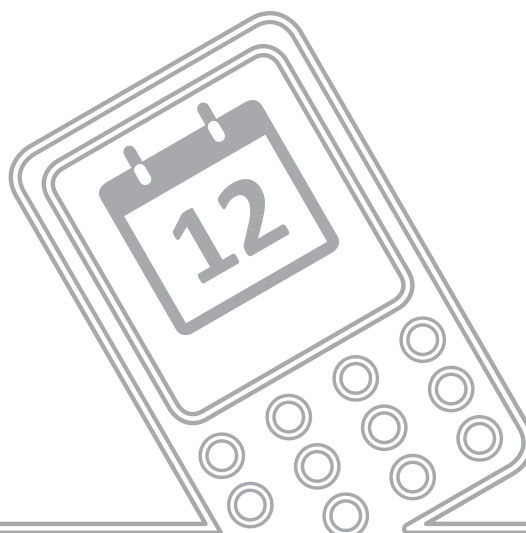
Congratulations on getting through to the interview stage at LIPA. We understand how nerve-wracking the prospect of attending an interview can be, so please read through these guidelines carefully. Remember we are interested in finding out about you as an individual, so relax, be yourself and enjoy the day.



We want to achieve equality and diversity. We want to be accessible to everyone and we will make reasonable adjustments if you are disabled. If you have any questions about this, please contact Penny Byrne, our Student Support Manager: p.byrne@lipa.ac.uk or +44151 330 3013.

This information can be made available in other formats – please let us know about any specific needs you have.

**The Liverpool Institute for Performing Arts,
Mount Street, Liverpool, L1 9HF
www.lipa.ac.uk**



What the interview entails

The BA (Honours) Management of Music, Entertainment, Theatre and Events degree is unique and requires a strong commitment to working in an interdisciplinary manner with high levels of initiative and self-motivation. The interview day is a two way process, aiming to offer you the opportunity to discover if our course is right for you, whilst we try to determine whether you have the experience and qualities to benefit from what we have to offer. We hope you enjoy your time with us. We will endeavour to ensure that the whole process is as positive and relaxed as possible. If, at any time during the interview day, you want clarification on a point or other information, please ask.

Introduction to Management of Music, Entertainment, Theatre and Events at LIPA

This introductory session includes an outline of the course.

Group or individual interview(s)

We usually split the candidates into groups, who are then placed with one member of the interview team.

During the group interviews, you must be prepared to talk about a project you have been involved in (you also need to bring a written report about it) and will answer questions about your project. As this part is informal, there is no need to do a presentation or use any technical equipment. In turn, you will have the opportunity to ask questions and to provide feedback about other candidates' presentations.

We may also ask you some further questions to help you and us assess your suitability for our degree programme.

Preparing for your group interview and written report

Please bring two copies of a written report on a project you have undertaken or been involved in recently. The report should be no more than 1,000 words long (and no less than 500) and **must** contain a budget showing how the project was costed and how the costs were met.

Examples of projects might include an event or gig, a theatre or dance performance, a business venture or a school/college event that you managed or promoted. We are looking for evidence that you played a management role in this project, however small, and that you appreciate the various stages of project planning and implementation. We are looking for evidence that you are able to evaluate your own role in the project, **acknowledge your strengths and weaknesses**, and demonstrate a basic understanding of costing projects. We are also looking for evidence of your written communication and numeracy skills. The report must be your own work.

During the group interview you should be prepared to talk about the project you have written about. This is a short, informal presentation so it should **succinctly** highlight your role within the project and give some indication of **what you learned about yourself as a manager in relation to your specific strengths and weaknesses**. This is a spoken presentation without using audio/visual aids. We are interested in how you present yourself, not in your technical presentation skills.

We do not want you to simply read your report out to the group.

What to bring to the interview

Do not forget to bring two copies of your report and any notes that you need for your short presentation. We recommend bringing water with you. Please remember to bring a passport photograph.

When you will hear from us after the interview

We need time to reflect on the candidates we have seen, so we do not normally tell you the outcome of your interview on the day itself. Typically, we will communicate our decision within three working weeks.

Unfortunately, due to the high volume of applications we receive, if you are not successful we are unable to offer feedback.

Any questions

We wish you the best of luck and hope you enjoy your day with us. In the meantime, if you have any concerns about any aspect of the interview please contact the International Team, tel +44151 330 3118, email with international@lipa.ac.uk.



We aim for continual improvement in the applicant experience and welcome any comments or suggestions you have about our interview process. After the interview, we will therefore email you to ask you to complete an anonymous online survey about your experience with us.