

## **Interview Guidelines: 2027 Entry BA (Hons) Management (all pathways)**

Congratulations on getting through to the interview stage.

The majority of these will take place between January and April. If you live in the UK, you will be able to select an interview date from your applicant portal by following the link in your invitation email. If you would prefer to attend an online interview, please email [admissions@lipa.ac.uk](mailto:admissions@lipa.ac.uk). If you live outside the UK, we will invite you to the first available online interview suitable for your time zone. Alternatively, if you would prefer to travel to LIPA to attend an in-person interview, please email [international@lipa.ac.uk](mailto:international@lipa.ac.uk)

We understand how nerve-wracking attending interviews can be, and we will do all we can to help you feel at ease throughout. A top tip is to read these guidelines thoroughly and to not leave anything until the last minute. This should help you feel calmer on the day.

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### **Before the interview**

Whether you interview in person or online, at your interview we want to discover what excites you about the performing and creative arts industry. To help us with this, we ask that each applicant prepares an informal talk, of no more than five minutes, during which you will explain why you hope to join the Management degree at LIPA.

The interview and talk is an opportunity for you to tell us about any experiences you have had, in or around the performing arts, creative industries or entertainment sector.

You may have had these experiences as a performer, organiser, or just as an enthusiastic fan; it doesn't matter how you show your enthusiasm, what matters is that you bring a real commitment to wanting to work hard, and learn from, the experiences and teaching that our degree programmes will offer you.

We are looking for evidence of your passion, creativity and ambition to succeed in the management of the creative industries and performing arts.

We do not presume that applicants already know about the management of live events, the music industry, or theatre and screen, but we need to know that you are fully committed to learning about, and getting practically involved in these subject areas.

### **Tips for your five-minute talk**

**What to cover:** You could tell us about any practical projects or events you've been involved with. These could be gigs, festivals, theatrical shows or dance performances, a club night, a business venture or a school event you helped to manage. If you've not been involved in a practical project perhaps you've been writing a blog or producing a podcast about your local music scene; writing online reviews for theatrical shows, gigs, TV shows and games; keeping up with the latest industry developments by reading books, websites and trade publications; collecting vinyl records or regularly attending festivals, shows and events. These, and similar activities, can help show us the depth of your interest and how serious you are about the music, theatre and entertainment business.

Have you got items you can show us that will add colour and context to your talk? Photos, marketing material, plans, working documents, event programmes and even old ticket stubs can all be used to engage the listener and prompt discussion.

Consider using 'prompt cards' or having a running order of items and issues you want to discuss. These can be handy if you're feeling a bit nervous and can remind you of the key points you want to get across.

Take your time, don't rush. Perhaps have a drink of water alongside you - and feel free to pause, sip it and gather your thoughts during your talk.

### **In-person interviews**

#### **What to expect on the day**

Please arrive at the time stated on your invitation email. You should expect to be with us for about two hours, but there will be some waiting at the group interview stage, so some candidates will finish later than others.

## **Registration**

Please use our entrance on Pilgrim Street, where you will be met by our Admissions staff.

## **Course talk**

The Management Team will give a short introduction to the degree programmes, describing what we do and how we do it and what life as a Management student is like.

## **Building tour**

This is a short tour of our building and facilities. You are not being assessed during this. We include it in the event to help give you a better insight into LIPA and our facilities.

## **Interview**

Our interview process is a lot like a 'get to know each other' business style conversation.

These conversations usually involve yourself and three or four other applicants, sitting together, in a group, along with a Management Lecturer and a current third year student. Each of the applicants will present their own five-minute talk, and after each talk, staff may ask some questions.

Occasionally these interviews happen as a one to one, but that is rare; primarily because we want to see how you, and the other applicants, relate to each other. In a collaborative institution like LIPA, an ability to respectfully connect with each other, listen to each other and support each other is very important.

At the end of the interview there will be plenty of time for you to ask the Management Lecturer and the final year student any questions you may have regarding LIPA, the Management degree and what it's like being a student in Liverpool.

## **Online Interviews**

### **What to expect on the day**

Our online interviews will take place on Microsoft Teams. You will be allocated an interview time and date, typically with a minimum of two weeks' notice. Times are GMT or BST as appropriate.

The format of the online interview will be similar to an 'in-person' interview. Most likely, an online interview will be on a one-to-one basis.

We still want to get to know you in a 'business style' conversation where you will present your five-minute talk, after which, we will ask questions. Your interview will be led by one of our Management lecturers and is very much a two-way process, so as well as us finding out more about you, you can also learn more about us and how we teach Management here.

Just as we would at an in-person event, we will be encouraging you to talk about what attracts you to our course and to share your long-term career aspirations. At the end of the interview, you'll have plenty of time to ask any questions you have. You may also have the opportunity to chat with a current student to hear about their experiences of studying here and of Liverpool. If you'd like to do this, please get in touch using the contact details listed at the end of these guidelines.

### **Tips for taking part**

- You will need a good internet connection and access to Microsoft Teams, which is the video conferencing platform we will be using. You should ideally use a PC or Mac running Microsoft Teams.
- The device you use will need to have a screen, microphone and a webcam. If you have any concerns about your equipment for taking part in the online interview, please get in touch using the contact details at the end of these guidelines.
- On the day, please ensure you are in a quiet room, where you will not be disturbed during the interview event.
- Please ensure you are in a well-lit space so you can be clearly seen and heard during your virtual interview.
- Test your camera and microphone before your online interview and clean the camera lens.
- Make sure your device is fully charged and/or is plugged into a power source.

### **Useful information**

#### **Do you have an access need related to a disability that may require specialist arrangements?**

If you think you will require any type of support or reasonable adjustment for your audition, please contact our Student Disability Officer, at [wellbeing.disability@lipa.ac.uk](mailto:wellbeing.disability@lipa.ac.uk)

#### **When will you hear from us after the interview?**

We need time to reflect on the candidates we've seen, so we do not tell you the outcome of your interview on the day itself. We don't like to keep you waiting though, so we always aim to communicate our decision to you within 10 working days of attending an interview.

#### **Any questions?**

If you have any questions or concerns about any aspect of the audition, please email UK applicants: [admissions@lipa.ac.uk](mailto:admissions@lipa.ac.uk)  
Applicants from outside the UK: [international@lipa.ac.uk](mailto:international@lipa.ac.uk)

**We wish you the best of luck and look forward to meeting you.**

**Management Team**