



MOUNTVIEW

POSTGRADUATE DIPLOMA IN STAGE MANAGEMENT AND PRODUCTION MANAGEMENT

Before your interview

Please watch this guided tour of Mountview's facilities: <https://youtu.be/1PDA9ck5HWw>

Attached to this email is a reference form, this needs to be completed by an academic tutor or similar, **they cannot be related to you**. Please ask your referee to complete and return the form directly to admissions@mountview.org.uk, it is vital that the email comes from your referee and not yourself.

Failure to provide a reference at least **five days** before your interview day may result in Mountview not being able to make a decision on your application.

The interview (online or in-person)

A member of our Theatre Production Arts staff will interview you. This interview will last around 30 minutes and is your chance to tell us about your skills, achievements and abilities. These interviews are informal: the interviewer will want to know about you and to find out if you are able to take on the level of study you are applying for. Most importantly we want to see your desire to learn and to work in this industry, so be open about your ambitions.

Examples of production work

As part of the interview, we ask that you provide examples of any previous production experience. You can present your work by sharing your screen during an online interview or bring a hard copy with you to an in-person interview. Your work should demonstrate skills or interest in Stage and/or Production Management. This should include examples of your work and/or a CV which outlines your experience to date. The most important thing is to keep it simple: think about each page and ask yourself 'why am I using this picture, document or drawing? Will this item generate a discussion, does it really show what I can do or have done?'

If you do not have previous work you can show, we are happy for you to make something specifically for the interview. For example, find a play that interests you and have a go at generating a props list, rehearsal schedule, lighting or sound cue list or plan, or any other relevant paperwork.

If you have any other questions about the interview, please contact admissions@mountview.org.uk

We aim to confirm the result of your interview within 2 weeks. All results are communicated via email to the applicant by the Admissions Team. Results cannot be confirmed over the phone. You will receive your official offer letter by email following which you will have 2 weeks to respond to your offer and if accepting, pay a £635 deposit.

Additional information

Mountview is committed to providing a supportive environment for applicants during their time with us. We understand that auditions can be a source of stress and anxiety for many people and we aim to support our applicants through this process. Our Student Welfare Manager works with the Admissions Office to ensure that any applicant who discloses a need for support or adjustments can participate fully with the audition experience

If you have any access requirement or have any further questions please contact:

Admissions

admissions@mountview.org.uk 020 8829 0037

Confirmation

To confirm your attendance and secure your place at the interview, please email the following information to admissions@mountview.org.uk

- Your Name
- Your Date of Birth
- Your Interview Date & Time
- Whether or not you are able to attend
- Any Access Requirements

You must confirm attendance within 14 days of this email. If we have not received confirmation from you, the interview date may be withdrawn and requests for a further date will count as a reschedule.