**APPLICATION FOR MARQUETTE STUDENT MEDIA EXECUTIVE EDITOR, MARQUETTE WIRE**

Academic Year: 2016-2017.

Deadline for all materials is 5 p.m. Friday, April 1.

Applications should be emailed to executive director Patrick Thomas at [Patrick.thomas@marquette.edu](mailto:Patrick.thomas@marquette.edu). Interviews will be held between 10 a.m. and 2:30 p.m. on Sunday, April 3 in Johnston Hall, 006. Interviews will be about 15 to 30 minutes.

You will receive an email shortly after regarding your interview time. If you are studying abroad or will not be on campus April 1, a telephone or Skype interview can be arranged. Executive positions are year-long positions; you must be available to serve for both the fall and spring semesters.

Materials to submit by Friday, April 1 include:

- Attached form

- Résumé

- Typed responses to the questions below

- Writing and/or multimedia samples

Best of luck and thank you for your interest in Marquette Student Media.

**Job descriptions:**

**Executive News Editor of Marquette Wire:**

In charge of all news content and news staff for the Marquette Wire.

Generate multimedia story ideas with MUTV and the video desk.

Curate story ideas for a weekly budget for news desk as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Run weekly desk meetings and assign stories to reporters.

Help designers come up with ideas for designs.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Arts & Entertainment Editor of Marquette Wire:**

In charge of all arts and entertainment content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV and the video desk.

Curate story ideas for a weekly budget for A&E stories such as theatre productions, movies, music, etc., as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Run weekly desk meetings and assign stories to reporters.

Help designers come up with ideas for designs.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Sports Editor of Marquette Wire:**

In charge of all sports content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV and the video desk.

Curate story ideas for a weekly budget for sports desk as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Help designers come up with ideas for designs.

Run weekly desk meetings and assign stories to reporters.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Opinions Editor of Marquette Wire:**

In charge of all opinion and editorial content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV and the video desk.

Curate story ideas for a weekly budget for opinions desk as well as coordinate among different media branches.

Edit stories for content and grammar.

Help designers come up with ideas for designs.

Run weekly desk meetings and assign stories to columnists.

Run editorial board meeting to brainstorm for weekly Wire editorial.

**Video Projects Editor of Marquette Wire:**

In charge of long-form, documentary style video projects for the Marquette Wire.

Curate story ideas for a weekly budget as well as working with other desks to create multimedia stories

Assist MUTV with story packages.

Run weekly desk meetings and assign stories to videographers.

Run a team of videographers to create a series of documentary style videos for the Marquette Wire.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Design Chief of Marquette Wire:**

Oversee, lead and motivate the design staff in creating the weekly Tribune and a Journal twice a semester.

In charge of all creative elements of the Wire.

Create weekly schedules for designers.

Coordinate with Ads department.

Work with desk executives on design for their respective sections.

Design the news section/front page of the Tribune and Journal spread.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Copy Chief of Marquette Wire:**

Manage other copy editors' schedules.

Create efficient workflow system for daily content.

Edit articles daily for Marquettwire.org, at weekly late nights for Marquette Tribune, and twice a semester for Marquette Journal.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Photo Editor of Marquette Wire:**

In charge of all photography for the Wire

Duties include scheduling photographers for stories, attending e-board meetings and managing a staff

Must work well with desk editors to coordinate photos for stories

Take and edit photos for online and print

Know how to use Photoshop

Provide ideas to photographers

Good communications skills with reporters, editors and photographers

EXECUTIVE EDITOR, MARQUETTE WIRE

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_GPA IN MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Editor of Marquette Wire**

**1.) What work within student media has prepared you for this leadership role, and what do want to accomplish if chosen?**

**2.) Please provide a critique of the desk you are applying for and assess the current structure of the desk.**

**3.) Explain your conflict-resolution style and how you would handle disputes at all levels of student media.**