**Application for Marquette University Television Positions**

Thank you for your interest in applying for a staff position at MUTV.

The positions available for the 2016-17 school year include:

**News**

* + Producer (Two available positions)

These positions must be served in both the fall and spring semesters. Please read the position descriptions below for further information on job responsibilities.

The following materials are required for all applicants:

* + - Completed Application including answers to all of the application questions.
    - Cover letter
    - Resume
    - *(Optional)* Additional materials that support your application (Portfolios, websites, videos, ect.)

Please send your finished applications to Hannah Kirby at [hannah.h.kirby@mu.edu](mailto:hannah.h.kirby@mu.edu).

**Position Descriptions**

**News Producer**

* Attend weekly MUTV meetings, Wire all staff meetings and training week. (Training week is typically the week before classes begin).
* Responsible for the content of two news shows and one package each week.
* Upload show segments and packages to Youtube and the Marquette Wire.
* Plan out shows and packages with other news producers.
* Prepare volunteers to be on-air, assist them in writing broadcast stories, teach how to create packages and use Inception.
* Edit stories written by volunteers and create graphics (Full Screens, Lower Thirds, OTSs).
* Participate in a production meeting on the night of show to discuss sets and rundowns.
* Consistently communicate with producers in your department.

**MUTV Staff Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_ GPA in Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of classes you have taken that apply to the position in which you are applying (For example: Digital media 2205): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions:**

1. Describe your experience with MUTV. What makes you qualified for this position?

2. Why are you applying for this position?

3. What was working well in the department in which you are applying?

4. How would you improve MUTV next year?

5. How will you keep volunteers engaged and excited about MUTV so they keep coming back?

6. How are you going to build a relationship and work with your department’s Wire counterpart?