**Application for MUTV Positions**

The positions available for the 2015-2016 school year include:

*Entertainment Executive Producer Entertainment Producer (2)*

*News Executive Producer News Producer (2)*

*Sports Executive Producer Sports Producer (2)*

*Production Director Assistant Production Director (3)*

The following materials are required for all applicants:

* This completed form
* Answers to the application questions
* A resume
* *(Optional)* Additional materials that support your application (portfolios, websites, videos, etc.)

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

Please send your finished applications to Brian Georgeson at [brian.georgeson@marquette.edu](mailto:brian.georgeson@marquette.edu) by **Monday April 13th at 5pm.**

**Position Descriptions**

*Entertainment Executive Producer*

* Required to attend the Marquette Wire Arts & Entertainment Desk Meetings each week
  + Discuss stories for that week and suggest possible packages
* Bring stories/package ideas back to the other two producers to plan shows for that week
* Email volunteers each week to fill on-air positions
* Leads the entertainment department and sets an example for the other producers as well as the volunteers and sets the bar in professional content production
* Handles conflict, communication issues within department and all supporting producers
* Includes all responsibilities of Entertainment Producers below:

*Entertainment Producer*

* Attend weekly MUTV all staff meetings and training week the week before classes begin
* Responsible for the content of 1 entertainment show & 1 or more entertainment shorts
* At least 1 in-depth, high-quality 3-4 minute package every two weeks to share on the Wire as well as air on TV
* Have a budget meeting once a week with all members of the entertainment department to plan shows for the next week
* Train volunteers for on-air performance, writing stories, use of Inception, production of packages, etc.
* Edit stories written by volunteers, create graphics (Full Screens, Lower Thirds, OTSs)
* Communicate with Production department on the night of show to discuss sets and scripts
* Coordinate content for special shows or a live event for campus (Game show, trivia contest, etc.)
* Consistently communicate with producers in your department
* Upload packages/shows/shorts to YouTube and the Marquette Wire
* Create commercials for your department/shows

*News Executive Producer*

* Required to attend the Marquette Wire News Desk Meetings each week
  + Discuss stories for that week and suggest possible packages
* Bring stories/package ideas back to the other two producers to plan shows for that week
* Email volunteers each week to fill on-air positions
* Leads the news department and sets an example for the other producers as well as the volunteers and sets the bar in professional content production
* Handles conflict, communication issues within department and all supporting producers
* Includes all responsibilities of News Producers below:

*News Producer*

* Attend weekly MUTV all staff meetings and training the week before classes begin
* Responsible for the content of 1 news show & 1 or more news shorts
* At least 1 in-depth, high-quality 3-4 minute package every two weeks to share on the Wire as well as air on TV
* Have a budget meeting once a week with all members of the news department to plan shows for the next week
* Train volunteers for on-air performance, writing stories, use of Inception, production of packages, etc.
* Edit stories written by volunteers, create graphics (Full Screens, Lower Thirds, OTSs)
* Communicate with Production department on the night of show to discuss sets and scripts
* Coordinate content for special shows, such as the MUSG election show. There should also be coordination with the Wire News Desk.
* Consistently communicate with producers in your department
* Upload packages/shows to YouTube and the Marquette Wire
* Create commercials for your department/shows

*Sports Executive Producer*

* Required to attend the Marquette Wire Sports Desk Meetings each week
  + Discuss stories and game coverage for that week, and suggest possible packages
* Bring stories/package ideas back to the other two producers to plan shows for that week
* Email volunteers each week to fill on-air positions
* Leads the sports department and sets an example for the other producers as well as the volunteers and sets the bar in professional content production
* Handles conflict, communication issues within department and all supporting producers
* Co-produce and manage Marquette Madness with input from the Wire
* Includes all responsibilities of Sports Producers below:

*Sports Producer*

* Attend weekly MUTV all staff meetings and training the week before classes begin
* Responsible for the content of 1 sports show & 1 or more sports shorts
* At least 1 in-depth, high-quality 3-4 minute package every two weeks to share on the Wire as well as air on TV
* Have a budget meeting once a week with all members of the sports department to plan shows for the next week
* Train volunteers for on-air performance, writing stories, use of Inception, production of packages, etc.
* Edit stories written by volunteers, create graphics (Full Screens, Lower Thirds, OTSs)
* Communicate with Production department on the night of show to discuss sets and scripts
* Coordinate content for special shows, such as Marquette Madness, NCAA Tournament, etc. There should also be coordination with the Wire Sports Desk.
* Consistently communicate with producers in your department
* Upload packages/shows to YouTube and the Marquette Wire
* Create commercials for your department/shows

*Production Director*

* Email volunteers each week on show times
* Most knowledgeable on all equipment in the Studios and engineering rack
* Leads the production department and sets an example for the other assistants as well as the volunteers and sets the bar in professional content production
* Handles conflict, communication issues within department and all assistants
* Includes all responsibilities of Assistant Directors below:

*Assistant Production Director*

* Attend weekly MUTV all staff meeting and training the week before classes begin
* Knowledge of all of Studio equipment and basic troubleshooting
* Train volunteers on all positions (except directing and programming)
  + Camera, Floor director, Graphics, teleprompter, audio, TD
* Help and monitor volunteers with sets, teach proper techniques
* Set up sets for each show, light sets, get microphones for talent, get Mini DV tape
* Rotate programming position each week
  + Put content on the air, put in pre-recorded promotions during commercial breaks, make sure show is recorded to the server
* Create commercials for the station

**MUTV Staff Application**

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

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

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

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

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

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

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

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

Time Availability:

Wednesday, April 15: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday, April 16: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions:

1. Why would you like the position you are applying for?
2. What previous experiences have prepared you for this position?
3. What would you like to improve in your department next year?
4. What are some things you would like to continue?
5. How would you deal with volunteers not doing their job, or doing their job with a lack of effort?
6. How will you encourage volunteers to keep coming back and participating with MUTV?