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**Application For Assistant Arts & Entertainment**

**Two Assistant editors, MUTV Executive entertainment producer and two assistant producers**

**-**Academic Year: 2017-2018

**-Deadline for all materials to be submitted is Friday, April 21, 2017 at 10:00 p.m.**

**-**Applications shouldbe emailed to arts and entertainment executive Aly Prouty at [alyssa.prouty@marquette.edu](mailto:alyssa.prouty@marquette.edu).

-Once the application is turned in you will receive an email to schedule an interview. If you are studying abroad a telephone or Skype interview will be arranged.

**Materials to submit by April 21 include:**

- Attached form

- Résumé

- Typed responses to the questions below

- At least 3 writing or Video samples

**Assistant Arts & Entertainment Editor Job Description**

-Responsible for editing budgeted stories assigned for online and print. Edit for content, sentence/paragraph structure and AP Style.

-Help reporters with questions that arise when writing their stories, as well as provide feedback once stories are edited.

-Work across platforms (TV, radio and print) to do tasks ranging from writing TV and radio scripts to editing stories.

-Work one newspaper production night a week (Monday nights). At this time assistant editors will edit stories to be published the following day and write page headlines/sub-headlines/captions. They will also set up articles for online viewing at marquettewire.org and schedule social media posts for the new content.

-Attend weekly arts and entertainment desk meetings to plan for the next week and provide story ideas and weekly all staff

**Entertainment Executive Producer**

-Required to work under and maintain strong communication with the Marquette Wire Arts & Entertainment Desk. Create several packages a week based off the budget created by the A&E Executive Editor.

-Attend Weekly A&E desk meetings.

-Generate story/package ideas with the other two producers and A&E desk.

-Work with reporters to create multimedia stories.

-Email volunteers each week to fill on-air positions.

Cultivate a learning environment for associate producers and volunteers.

- Includes all responsibilities of **Entertainment Producers** below:

**Entertainment Producer**

-Attend weekly MUTV meetings, A&E desk meetings, Wire all staff meetings and training week. (Training week is typically the week before classes begin).

-Responsible for the content of one entertainment show, and several package each week.

-Upload show segments, and packages to the Marquette Wire website.

-Plan out shows, and packages with other entertainment producers and A&E desk.

-Work with reporters to create multimedia stories based on the budget created by the desk executive.

-Prepare volunteers to be on-air, assist them in writing broadcast stories, teach them 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 and other A&E staff members to create show packages.

**Assistant Arts & Entertainment Editor For Marquette Wire**

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

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

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

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

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

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

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

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Questions**

1. Why do you want the position you are applying for and what do you hope to accomplish through this position?
2. What previous experiences have prepared you for this position?

3) Please provide a critique of the desk.

4) How do you plan to work across the different platforms (TV, radio, and print)? How would you encourage or help reporters work across the different platforms?