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**Application for Marquette University Television Positions**

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

The positions available for the 2017-18 school year include:

**Production**

* + Director
	+ Assistant director (Three available positions)

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
		- Additional materials that support your application (Portfolios, websites, videos, ect.)

Please send your finished applications to Phil Pinarski phillip.pinarski@marquette.edu by **Friday, April 21 at 5 p.m.**

**Position Descriptions**

**Production Director**

* Leads the production department.
* Most knowledgeable on all equipment in the studios and engineering rack.
* Email production volunteers each week and inform them of show times.
* Organize volunteers upon arrival.
* Handle conflict and communication issues within the department.
* Participate in special video projects such as live broadcasts of events.
* Includes all responsibilities of **Assistant Director** below:

**Assistant Production Director**

* Attend weekly MUTV meetings and training week. (Training week is typically the week before classes begin).
* Knowledge of all studio equipment and basic troubleshooting.
* Train volunteers on all positions (except directing and programming).
* Create sets for each show and light them properly. Retrieve microphones and IFBs for talent, mini DV tapes and iPads. Ensure iPads are charged.
* Participate in a production meeting on the night of the show to discuss sets and rundowns with producers.
* Consistently communicate with other members of your department.
* Rotate programming position each week. Put content on air, put in pre-recorded promotions during commercial breaks and make sure the show is recorded to the server.
* Assist in the production of packages as needed.
* Assist in production of live broadcasts for the Marquette Wire website.

**MUTV Production Application**

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

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

If you do not receive your first choice, would you be interested in a different position? (Note: Does not have to be in the same department).

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 list your availabilities for:

**Please answer the following questions:**

1. Describe your experience within student media. 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 and the Wire next year?

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