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**MARQUETTE WIRE NEWS DESK APPLICATIONS (2017-2018)**

**TWO ASSISTANT EDITORS, MUTV EXECUTIVE NEWS PRODUCER, ASSISTANT MUTV NEWS PRODUCERS**

-Academic Year: 2017-2018

**-Deadline for all materials to be submitted is Friday, April 21**

-Applications should be emailed to news executive Jennifer Walter at jennifer.walter@marquette.edu. Once the application is turned in you will receive an email to schedule an interview.

Materials to submit by April 21 include:

- Attached form

- Résumé

- Typed responses to the questions below

- writing/multimedia or video samples

**ASSISTANT NEW EDITOR JOB DESCRIPTION**

Two assistant editors will be hired to work alongside the News Executive to create content for the Marquette Wire News desk. Editors will be expected to manage a group of reporters, helping them with stories, sources and any other issues that may arise. Holding a weekly meeting with reporters is also necessary. Willingness to handle all mediums (radio, TV, photography, ect) aside from print is mandatory. Editing for online stories not on production night will be required a few times throughout the week. Commitment to the Tribune production night on Mondays is also required. Production nights include editing stories, discussing edits with reporters, as well as creating headlines and captions. Editors may be asked to assist in covering breaking news or cover an important story.

**MUTV NEWS DIRECTOR JOB DESCRIPTION**

Required to work under and maintain strong communication with the rest of the Marquette Wire News Desk. Create several packages a week based off the budget created by the Executive News Editor and work with the reporter assigned to the story.

Generate story/package ideas with the other two producers and entire News desk.

Email volunteers each week to fill on-air positions.

Cultivate a learning environment for associate producers and volunteers.

Handle conflict and communication issues within the department.

Attend weekly MUTV meetings, weekly news desk 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 multiple packages each week.

Upload show segments and packages to Marquette Wire website.

Plan out shows and packages with other news producers and entire news desk.

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.

**MUTV NEWS PRODUCER JOB DESCRIPTION**

Work under and maintain strong communication with the rest of the Marquette Wire News Desk. Create several packages a week based off the budget created by the Executive News Editor and work with the reporter assigned to the story. Attend weekly MUTV meetings, weekly news desk 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 multiple packages each week.

Upload show segments and packages to Marquette Wire website.

Plan out shows and packages with other news producers and entire news desk.

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.

**APPLICATION**

NAME:

POSITION SOUGHT:

ACADEMIC MAJOR:

MINOR (IF DECLARED):

OVERALL GPA:

GPA IN MAJOR:

YEAR IN SCHOOL:

E-MAIL:

PHONE:

CAMPUS ADDRESS:

CITY STATE/ZIP:

**QUESTIONS**

1. What roles in, or outside of, student media has prepared you for this job?
2. What do you want to accomplish if chosen?
3. Please provide a critique of the news desk as it is now and present suggestions.
4. What are some ways we can be unique in storytelling and how can you help continue to expand the Wire as a multimedia news outlet?
5. What do you want to get out of this experience?
6. If applying for the assistant editor position, how would you manage a group of reporters?
7. If applying for the news director position, how would you manage a team of producers?
8. If you don’t get the job for which you applied, would you be open to taking a different staff-level position? How about a reporter-level position?