APPLICATION FOR

STUDENT MEDIA LEADERSHIP POSITIONS

ACADEMIC YEAR: 2017-2018

These positions include: Tribune Managing Editor, Journal Managing Editor, MUTV General Manager, MU Radio General Manager.

The **deadline** for submission of all materials is **Tuesday, March 21 at 5:00 p.m..** **Email application materials to** **Erik Ugland**, chair of the Board for Student Media, at erik.ugland@marquette.edu. *Late applications will not be accepted.*

The following materials are required for all applications:

* a completed application form,
* answers to the three application questions,
* a resume,
* a cover letter to members of the Board for Student Media explaining why you are the best candidate for the position,
* additional materials that support of your qualifications for the position you are applying for (these can include letters of recommendation, portfolios, links to personal and/or professional web sites, PDFs, etc.)

In addition, you must be available to serve in this position for the fall and spring semesters. Also, students in these leadership positions MAY NOT have an INTERNSHIP while they are holding a student media leadership position, due to the time that is required for these positions. This position needs to be your #1 priority. If it is not, please do not apply.

Also, it is recommended, but not required, that applicants have completed the college-required courses in media law and media ethics. Please read the position description for further information on job responsibilities for the position you are applying for. It would also be wise to talk to the person currently holding the post to see whether or not it is a good fit for your personality and skill set.

Interviews will take place at the end of March. You will be contacted you regarding your interview time by Dr. Ugland. You must be available for the in-person interview with members of the Student Media Board and if you are abroad during that time, or out of town, you must arrange a teleconference or Skype with Dr. Ugland that fits in the interview schedule.

**STUDENT MEDIA LEADERSHIP APPLICATION**

POSITION SOUGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOP THREE SKILLS YOU POSSESS FOR THIS POSITION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA IN MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following courses have you taken?

☐ Media Law ☐ Media Ethics

☐ Production Techniques (2205) ☐ Intermediate Digital Media Production (2250) ☐ Radio Programming ☐ Journ 2100

(insert other info. Here)

Please respond succinctly as possible to each of the following:

1) How would you assess the current student media structure?

2) What work within student media has prepared you for this leadership role, and what do you want to accomplish if you would be chosen?

3) Explain your conflict-resolution style and how you would handle disputes at all levels of student media.

**What to Expect at the Student Media Interview**

You will participate in a brief in-person or Skype interview in JH 303. The interview will involve voting members of the Board for Student Media, which consists of representatives from the College of Communication, the College of Arts and Sciences, the Jesuit community, MUSG, the Graduate School and the Provost Office.

Interview times are arranged according to position and conducted consecutively. Your individual interview will begin with you giving a brief introduction of yourself to board members. The floor will then be open to any and all questions.

Current student media leaders are invited to participate in the interview process and will be invited to offer feedback about the candidates, but they will not be part of the deliberation or vote. The votes will be taken for each position on the same day as the interviews. Dr. Ugland will notifiy candidates of the outcome within 24 hours.

Tips:

Dress professionally. The board considers this a high profile, professional position so dress the part to the best of your ability.

You may want to bring along a copy of your application and resume to reference when board members ask questions.

Arrive at least 10 minutes early to the interview, which **will take place in JH 303.**

Please wait outside the room until your name is called.

**Position Descriptions**

(Please recognize there are general guidelines to the various student leadership positions, as no description can encompass all duties for a position or changes that may occur during the course of a year.)

**Job Title: Managing Editor of The Marquette Tribune**

**Role**: Responsible for collaborating with the executive editors to determine the strongest content goes in the student newspaper and oversees its production of paper.

**Reports To:** Wire Executive Director and Director of Student Media

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk, printer and Advertising Department.

**Directly Oversees:**  Executive Editors, Visual Content team and Copy Desk, having the final say over all content in the newspaper.

**Duties**:

* Oversees operations of the newspaper at Late Night production (from 3:00 p.m.-until the paper is done on production night).
* Establishes an ethical and fair newspaper with quality, award-winning and timely content in the paper that engages the Marquette community.
* Keeps in constant contact with the printer and sends the printing budget each week (which may vary from 16-20 pages).
* Connects with the sales manager to determine the number of advertisements going in the paper.
* Third reads stories for every section, every day of the week, but mostly on Late Night.
* Assists Executive Director with administrative tasks like getting swipe access for staff members to Johnston Hall and submitting work for every competition, managing which entries are selected.
* Uploads the electronic version of the paper online following completion of production, sends to printer, puts on Wire & Issuu, adds to OneDrive for Archives
* Third reads all stories for every section that goes in the Tribune. OCCASIONALLY helps with online reads

**Managing Editor of the Marquette Journal**

**Role**: Responsible for collaborating with the executive editors to determine the strongest content goes in the student magazine and oversees its production of the Journal.

**Reports To:** Wire Executive Director and Director of Student Media

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk and Advertising Department.

**Directly Oversees:**  Executive Editors, Visual Content team and Copy Desk, having the final say over all content in the Journal.

* Responsible for organizing and laying out the print issue of the magazine.
* Works closely with the executive director and the four executive editors to create the print budget (ex: feature pieces, investigative pieces, coverage of the Marquette and Milwaukee community).
* Works with designers and photographers to be sure the Journal features engaging photography, graphics, video and design.
* Attends weekly desk meetings to make sure staff is on task and brainstorm future story ideas, and keeping in touch with editors..
* Needs to has a firm grasp of feature writing, and preferable has skills in Adobe Photoshop, Illustrator and InDesign.
* Has a basic understanding of identifying and creating multimedia content (specifically, text, audio, images and video), Web design, social media and search engine optimization.

**Job Title: MUTV General Manager**

**Role in Marquette Wire:** Responsible for the entire operations of MUTV, its live broadcast content and works with executive editors to provide video content for the Wire. Must understand second floor equipment.

**Reports to:** Wire Executive Director and Director of Student Media.

**Works Closely with:** Wire Executive Director, all department producers, Executive Editors and Videography department.

**Directly Oversees:** All video production for the Wire and content broadcast on MUTV, works closely with Desk Editors in determining which special projects and journal stories warrant video.

**Duties:**

* Hires staff members for News, Sports and Entertainment Producer positions, in conjunction with the corresponding Wire desk editors. This is a mutual hiring agreement. In addition, hires the entire production team.
* Helps staff learn their roles and equipment, as well as assisting in pre-production as needed.
* Works closely with College of Communication staff engineers to resolve equipment issues.
* Encourages collaboration and multimedia efforts with all student staff and volunteers, and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments and volunteers.
* Works with the Executive Director of the Wire and the Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.
* Establishes overall station goals and objectives for the year, and coordinates staff events.
* Encourages extended DGMD 2205 participation and inclusion for non-staff members.

**Job Title: Marquette Radio General Manager**

**Role in Marquette Wire Organization:** Responsible for the entire operations of Marquette Radio and all audio content on the Wire. Must be cognizant of all audio equipment and current industry practices and responsible for organizing podcasts for each content desk within the Wire.

**Reports to:** Wire Executive Director and Director of Student Media.

**Directly Oversees:** Assistant General Manager, Music Director, two Assistant Music Directors, Publicist and Assistant Publicist, audio content director and volunteer DJ's (around 100 every semester).

* At the beginning of each semester, schedules general information sessions, interviews DJ’s, and help create schedule for incoming student shows.
* Hires radio staff and delegates responsibilities.
* Encourages collaboration and multimedia efforts with all student staff and volunteers, and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments and volunteers.
* Establishes overall station goals and objectives for the year, attends all Wire staff meetings and leads a weekly staff meeting.
* Works with the Executive Director of the Wire and Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.
* Responsible for the development of MU Radio DJ's professionalism and skills on the air, and ensuring the best programming possible for the station.
* Gives staff tasks to accomplish over the summer and creates a station calendar of events by the beginning of each semester.