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**APPLICATION FOR MARQUETTE WIRE EXECUTIVE POSITION**

Academic Year: 2018-2019.

Deadline for all materials is noon Tuesday, March 20.

Applications should be emailed to incoming executive director Jennifer Walter at jennifer.walter@marquette.edu. Interviews will be held throughout the day Friday, March 23 in Johnston Hall, 006. Interviews will be about 15 to 30 minutes.

You will receive an email shortly after you apply regarding your interview time. If you are studying abroad or will not be on campus March 23, a telephone or Skype interview can be arranged.

Materials to submit by Tuesday, March 20 include:

- Attached form

- Résumé

- Typed responses to the questions below

- Writing and/or multimedia samples

Best of luck and thank you for your interest in Marquette Student Media.

**Job descriptions:**

**Executive News Editor of Marquette Wire:**

In charge of all news content and news staff for the Marquette Wire.

Generate multimedia story ideas with MUTV, MU Radio and the video desk.

Curate story ideas for a weekly budget for news desk as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Run weekly desk meetings and assign stories to reporters.

Help designers come up with ideas for designs.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Arts & Entertainment Editor of Marquette Wire:**

In charge of all arts and entertainment content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV, MU Radio and the video desk.

Curate story ideas for a weekly budget for A&E stories such as theatre productions, movies, music, etc., as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Run weekly desk meetings and assign stories to reporters.

Help designers come up with ideas for designs.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Sports Editor of Marquette Wire:**

In charge of all sports content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV, MU Radio and the video desk.

Curate story ideas for a weekly budget for sports desk as well as coordinate among different media branches to make multimedia pieces.

Edit stories for content and grammar.

Help designers come up with ideas for designs.

Run weekly desk meetings and assign stories to reporters.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Executive Opinions Editor of Marquette Wire:**

In charge of all opinion and editorial content and staff for the Marquette Wire.

Generate multimedia story ideas with MUTV, MU Radio and the video desk.

Curate story ideas for a weekly budget for opinions desk as well as coordinate among different media branches.

Edit stories for content and grammar.

Help designers come up with ideas for designs.

Run weekly desk meetings and assign stories to columnists.

Run editorial board meeting to brainstorm for weekly Wire editorial.

**Projects Editor of Marquette Wire:**

The projects editor is responsible for curating investigative stories, managing current series and delegating assignments to reporters for publication in the Marquette Journal, Marquette Tribune, MUTV MU Radio and the Wire website.

Will directly oversee three investigative reporters, a video editor and two additional videographers.

Works closely with Journal editor to coordinate large-scale projects and manage continuing projects.

Assists news editor with late night.

Run a team of videographers to create a series of documentary style videos for the Marquette Wire, MUTV.

Works with and hires video editor to coordinate live broadcasts.

Curate story ideas for a weekly budget as well as working with other desks to create multimedia stories

Run weekly desk meetings and assign special project stories.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Design Chief of Marquette Wire:**

Oversee, lead and motivate the design staff in creating the weekly Tribune and a Journal twice a semester.

In charge of all creative elements of the Wire and all graphic design work for the Wire.

Create weekly schedules for designers.

Work with desk executives on design for their respective sections.

Design the news section/front page of the Tribune and Journal spread.

Participate in editorial board to brainstorm for weekly Wire editorial.

Knowledge of Adobe InDesign is needed. Knowledge of Adobe Illustrator and Photoshop is preferable.

**Copy Chief of Marquette Wire:**

Manage other copy editors' schedules.

Create efficient workflow system for daily content.

Edit articles daily for Marquettwire.org, at weekly late nights for Marquette Tribune, and twice a semester for Marquette Journal.

Participate in editorial board to brainstorm for weekly Wire editorial.

**Photo Editor of Marquette Wire:**

In charge of all photography for the Wire

Duties include scheduling photographers for stories, attending e-board meetings and managing a staff

Must work well with desk editors to coordinate photos for stories

Take and edit photos for online and print

Know how to use Photoshop

Provide ideas to photographers

Good communications skills with reporters, editors and photographers

EXECUTIVE POSITION, MARQUETTE WIRE

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

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

YEAR IN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Editor at Marquette Wire**

**1.) What work within student media has prepared you for this leadership role, and what do want to accomplish if chosen?**

**2.) Please provide a critique of the desk you are applying for and assess the current structure of the desk.**

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

**4.) What about your desk would you like to change, or improve?**

**5.) What makes you the best candidate for this job?**