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**PUBLICIST/ASSISTANT PUBLICIST APPLICATION**

Academic Year: 2018-2019.

Seeking to fill position as soon as possible.

In addition to answering the questions below, please email your resumé and all other relevant materials to General Manager Gabby Powell (gabrielle.marx@marquette.edu) and Assistant General Manager Nick Cordonnier (nicholas.cordonnier@marquette.edu).

All interviews will be conducted in-person or by Skype, Facetime, or telephone. **Please indicate which you would prefer in your email**. Thank you, and good luck.

**Job Descriptions**

**Publicist**

* Coordinates annual events such as the Rock-a-Thon and Spring Concert with Wire Events staff.
* Responsible for updating all social media outlets for Marquette Radio’s page (Facebook, Twitter, Instagram) of news, promos, events, etc., but also give Marquette Wire’s social media coordinator Marquette Radio content to post.
* Orders and tracks inventory of promotional items
* Works with other directors to see their department's’ needs are met
* Helps GM/PD and all Wire staff in coming up with new events to get Radio involved around campus (college radio day, student showcases at the brew, etc.)
* In charge of organizing and hosting “Promo Friday’s” with the other Wire mediums.
* Reach out to musicians and concert venues to help set up interviews and giveaways for music department.
* Reach out to other clubs, organizations and local places to help find opportunities for DJ’s to play music for events.

**Assistant Publicist**

* Assists Event Coordinator in planning annual events and staying organized
* Assists in posting on social media
* Works with DJs to distribute incoming promotional material
* Assists in scheduling interviews and DJ opportunities.

**Application**

Name:

Position being applied for:

Year in School:

Phone number:

**Application Questions**

1.) What relevant experience do you have that would help you promote Marquette Radio?

2.) What do you think Marquette Radio could improve on?

3.) If you were on staff, what are some things you would like the station to do? Any event ideas, training ideas, or ideas for ways DJs could bond?