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**Application for Marquette University Television**

**Entertainment Positions**

Thank you for your interest in applying. The A&E positions available for the 2019-’20 school year include:

**Arts & Entertainment**

* + MUTV Executive Entertainment Producer
  + MUTV Assistant Entertainment Producer (Two available positions)

These positions ideally are to be served in both the fall and spring semesters. Please read the descriptions below for further information on job responsibilities.

The following materials are required for all applicants:

* Completed application
* Cover letter
* Resume
* Any additional materials that you think would support your application (Portfolios, websites, videos, etc.)

Please send your completed application materials to incoming MUTV general manager Kennedy Coleman at [kennedy.coleman@marquette.edu](mailto:kennedy.coleman@marquette.edu) by 5 p.m. on Friday, May 3.

**Position Descriptions**

**MUTV Executive Entertainment Producer**

**Position Purpose:**

The MUTV Executive Entertainment Producer plans, coordinates and supervises the content of weekly digital and MUTV entertainment programming. This position reports to the Marquette Wire Executive Arts and Entertainment Editor as well as the MUTV General Manager. Reporting to this position are the MUTV Assistant Entertainment Producers.

**Nature and Scope:**

The MUTV Executive Entertainment Producer works closely with the Marquette Wire Executive Entertainment Editor to plan and execute weekly video entertainment content for the Marquette Wire based off the budget created by the Wire Executive Entertainment Editor. She/he is required to maintain strong communication among the MUTV entertainment producers and the Marquette Wire entertainment desk, and is expected to create and maintain a professional, upbeat learning environment.

The MUTV Executive Entertainment Producer is responsible for all aspects of the MUTV entertainment show(s) from concept to completion, including planning rundowns, graphics, packages, timing, recruiting, training and preparing on-air talent, and coordination with the production crew. In addition, she/he is expected to attend Wire all staff meetings, MUTV meetings, and weekly entertainment desk budget meetings, as well as take a leading role in student media training week (typically the week before classes begin).

**MUTV Assistant Entertainment Producer**

**Position Purpose:**

The MUTV Assistant Entertainment Producer helps plan, coordinate and execute the content of weekly digital and MUTV entertainment programming. This position reports to the MUTV Executive Entertainment Producer.

**Nature and Scope:**

The MUTV Assistant Entertainment Producer work closely with the MUTV Executive Entertainment Producer and the Marquette Wire Executive Entertainment Editor to discuss/plan weekly digital content by generating entertainment packages each week based off the budget created by the Marquette Wire Executive Entertainment Editor and the MUTV Executive Entertainment Editor. She/he assists with producing entertainment show(s), including helping plan rundowns, news packages, graphics, timing, and coordination with the production crew. She/he is expected to attend Wire all staff meetings, MUTV meetings, and weekly entertainment desk budget meetings, as well as perform duties as assigned by the MUTV Entertainment Producer.

**MUTV Staff 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).

Other 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 answer the following questions:**

1. What sort of entertainment would you like to cover/really enjoy covering?

2. Critique the current entertainment show and A&E video content.

3. What sort of vision do you have for the entertainment show?

4. How would you improve MUTV and the Wire next year? How would you go about doing this?

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