****

**Application for Marquette University Television**

**News Positions**

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

**News**

* + MUTV Assistant News Producer (One available position)

These position ideally is 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 executive news producer Margaret Cahill at [margaret.cahill@marquette.edu](mailto:margaret.cahill@marquette.edu). Applications will be accepted on a rolling basis.

**Position Descriptions**

**MUTV Executive News Producer**

* Required to work with and maintain strong communication with the rest of the Marquette Wire News Desk.
* Work closely with the Marquette Wire Executive News Editor to discuss/plan weekly digital & television news content.
* Attend MUTV meetings, weekly news desk meetings, Wire all staff meetings and training week (typically the week before classes begin.)
* Generate content ideas with MUTV news producers, photojournalists and the entire Marquette Wire News Desk.
* Generate news packages each week based off the budget created by the Marquette Wire Executive News Editor**.**
* Recruit volunteers each week to fill on-air positions.
* Responsible for all editorial aspects of the MUTV newscast(s), including planning rundowns, news packages, graphics, editing stories written by producers and volunteers, timing, and coordination with the production crew.
* Prepare volunteers to be on-air, assist them in writing broadcast stories, teach them how to create packages and how to use newsroom management systems required for producing newscasts.
* Upload show segments and packages to Marquette Wire website.
* Cultivate a upbeat learning environment for associate producers and volunteers.
* Handle conflict and communication issues within the department.

**MUTV Assistant News Producer**

* Attend MUTV meetings, weekly news desk meetings, Wire all staff meetings and training week (typically the week before classes begin).
* Work closely with the MUTV Executive New Producer, Photojournalists and the Marquette Wire Executive News Editor to discuss/plan weekly digital content.
* Generate news packages each week based off the budget created by the Marquette Wire Executive News Editorand the MUTV Executive News Producer.
* Assist the MUTV Executive News Producer with producing news show(s), including helping plan rundowns, news packages, graphics, timing, and coordination with the production crew.
* Help prepare volunteers to be on-air, assist them in writing broadcast stories, teach them how to create packages and how to use newsroom management systems required for producing newscasts.
* Perform duties as assigned by the MUTV Executive News 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 is your experience with news coverage?

2. Critique the current news show.

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

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

5. How would you cover breaking news?

6. How do you handle stressful situations?