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**MARQUETTE WIRE ASSISTANT ARTS & ENTERTAINMENT EDITOR APPLICATION**

-Academic Year:Spring 2020

**-**Applications shouldbe emailed to Executive Arts & Entertainment Editor Emily Rouse at emily.rouse@marquette.edu. The deadline is Sunday, December 15, 2019, at 5 p.m.

-Once the application is turned in, you will receive an email to schedule an interview.

**Materials to submit include:**

- Attached form

- Résumé

- Typed responses to the questions below

- At least 3 writing and/or multimedia samples

**Assistant Arts & Entertainment Editor Job Description**

-Responsible for editing budgeted stories assigned for online and print. Edit for content, sentence/paragraph structure and AP Style.

-Help reporters with questions that arise when writing stories, as well as provide feedback once stories are edited.

-Maintain open and consistent lines of communication with reporters.

-Work across platforms (TV, radio and print) to do tasks ranging from writing TV and radio scripts to editing stories.

-Work one newspaper production night a week (Monday nights). At this time assistant editors will edit stories to be published the following day and write page headlines/sub-headlines/captions. They will also set up articles for online viewing at marquettewire.org and help schedule social media posts for the new content.

-Attend weekly arts and entertainment desk meetings to plan for the next week and provide story ideas and weekly all staff

-Attend weekly All Staff meetings on Tuesdays and Wire training week (typically the week before classes begin).

**Assistant Arts & Entertainment Editor For Marquette Wire**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall GPA: \_\_\_\_\_\_\_\_\_\_\_\_ GPA in Major: \_\_\_\_\_\_\_\_\_\_\_\_

Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State/ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Questions**

1. Why do you want the position you are applying for and what do you hope to accomplish through this position?
2. What previous experiences have prepared you for this position?

3) Go to Marquettewire.org and click on the A&E section. Read/watch at least 3-4 articles/videos and provide a critique of them. What do you like? What could be improved?

4) How do you plan to work across the different platforms (TV, radio, and print)? How would you encourage or help reporters work across the different platforms?