

**Application for Executive Sports Editor**

Academic Year: Spring 2020

Deadline for all materials is noon Tuesday, December 17, 2019.

Applications should be emailed to executive director Sydney Czyzon at sydney.czyzon@marquette.edu. Interviews will be held via phone call over break with the executive director and other available managers.

Interviews will be about 30 minutes. You will receive an email shortly after you apply regarding your interview time.

Materials to submit 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 description for Executive Sports Editor**

**Position Purpose:**

The Executive Sports Editor of the Marquette Wire oversees and coordinates all sports content for the Marquette Wire. This position reports to the Managing Editor of the Tribune for related content, the Managing Editor of the Journal for related content, the General Manager of MUTV for related content and the General Manager of Marquette Radio for related content. The Executive Sports Editor is expected to communicate with the Social Media Editor to coordinate posts on social media accounts. Reporting to the Executive Sports Editor are the Sports Designer, Assistant Sports Editors, Sports Reporters, MUTV Executive Sports Producer, Assistant MUTV Sports Producers and the Sports Audio Producer, whether paid or volunteer positions.

**Nature and Scope:**

The Executive Sports Editor is expected to have extensive, superior knowledge of sports coverage. She/he is responsible for assigning all sports content, setting deadlines for content, holding weekly desk meetings, recruiting sports desk staff, interviewing and hiring certain sports desk staff and training sports desk staff and volunteers.

The Executive Sports Editor is expected to create and maintain a professional, upbeat learning environment. She/he is expected to have superior organizational and communication skills and is responsible for conflict resolution within the sports desk. The Executive Sports Editor should also coordinate with Assistant Sports Editors and members of the copy desk to ensure that stories are edited in a timely fashion and in accordance with deadlines.

The Executive Sports Editor is required to oversee production of the sports sections of the Marquette Tribune and Marquette Journal. The Executive Sports Editor is also expected to thoroughly edit all stories in the sports sections of the Marquette Tribune and Marquette Journal for accuracy, integrity, writing structure, story structure and copy mistakes.

The Executive Sports Editor is expected to consistently update the Marquette Wire website with breaking sports stories and content from all student media platforms. The Executive Sports Editor should attend MUTV’s weekly production of Golden Eagle Sports Report. The Executive Sports Editor is required to attend Wire all staff meetings, MUTV sports meetings and Wire student media training week (typically the week before classes begin).

The Executive Sports Editor is expected to work closely with the MUTV Live Remote Coordinator to produce a schedule for live sports MUTV broadcasts throughout both semesters. The Executive Sports Editor is also expected to work closely with the Sports Audio Producer to producer a schedule for live sports Radio broadcasts throughout both semesters. The Executive Sports Editor should make sure MUTV and Radio broadcasts are staffed and run smoothly on the content side, whereas the Live Remote Coordinator and Audio Producer handle technical responsibilities.

The Executive Sports Editor is expected to be in tune with the happenings of Marquette Athletics, the club sports community and other related campus happenings. The Executive Sports Editor is expected to ensure a variety of sports coverage for men’s, women’s and co-ed teams. The Executive Sports Editor is expected to maintain a professional reputation in the community.

**Specific job duties:**

* Oversees all sports content for the Marquette Wire.
* Trains and oversees all members of the sports desk, which includes Assistant Sports Editors, Sports Reporters, Sports Designer, MUTV Executive Sports Producer, Assistant MUTV Sports Producers and the Sports Audio Producer, whether paid or volunteer positions.
* Works closely with the MUTV Sports Producer, Assistant Sports Producers and the Sports Audio Producer to coordinate multimedia coverage.
* Works closely with the MUTV Live Remote Coordinator to produce a schedule for live sports MUTV broadcasts throughout both semesters. The Executive Sports Editor should also make sure the content side of broadcasts is well staffed and runs smoothly.
* Works closely with the Sports Audio Producer to produce a schedule for live sports Radio broadcasts throughout both semesters. The Executive Sports Editor should also make sure the content side of broadcasts is well staffed and runs smoothly.
* Maintains a consistent social media presence for live sports coverage, especially on the @MUWireSports Twitter account.
* Curates multimedia story ideas for a weekly budget for the sports desk, which should include coverage for the Marquette Tribune, MUTV, Marquette Radio, as well as the Marquette Journal around production time.
* Edits online and print stories for content and grammar.
* Runs weekly desk meetings and assign stories to reporters.
* Helps the Sports Designer come up with ideas for designs for the Tribune and Journal.
* Attends weekly all staff meetings.
* Recruits, interviews and hires the following desk staff: Assistant Sports Editors and Sports Reporters.
* Attends weekly Late Night newspaper production sessions, as well as designated Journal production days.
* Participates in weekly editorial board meeting to brainstorm for the weekly Wire editorial that appears in the Marquette Tribune.

**Information for Executive Position, Marquette Wire**

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

ACADEMIC MAJOR(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Application Questions for Executive Sports Editor:**

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?