

APPLICATION FOR

STUDENT MEDIA LEADERSHIP POSITIONS

ACADEMIC YEAR: 2020-2021

These positions include: Tribune Managing Editor, Journal Managing Editor, MUTV General Manager, MU Radio General Manager.

(*Please note that the MUTV General Manager and MUR General Manager are scholarship positions, meaning you will be paid in the form of a scholarship rather than a salary)*

The **deadline** for submission of all materials is **Wednesday, February 19 at noon.** **Email application materials to Dave Umhoefer**, chair of the Board for Student Media, at [david.umhoefer@marquette.edu](mailto:david.umhoefer@marquette.edu). *Late applications will not be accepted.*

The following materials are required for all applications:

* a completed application form,
* answers to the three application questions,
* a resume,
* a cover letter to members of the Board for Student Media explaining why you are the best candidate for the position,
* additional materials that support of your qualifications for the position you are applying for (these can include letters of recommendation, portfolios, links to personal and/or professional web sites, PDFs, etc.)

You must be available to serve in this position for the fall and spring semesters. Also, students in these leadership positions MAY NOT have an internship while they are holding a student media leadership position, due to the time that is required for these positions.

It is recommended, but not required, that applicants have completed the college-required courses in media law and media ethics. Please read the position description for further information on job responsibilities for the position you are applying for. It would also be wise to talk to the person currently holding the post to see whether it is a good fit for your personality and skill set.

Interviews will take place at the end of February. You will be contacted regarding your interview time by Mr. Umhoefer. You must be available for the in-person interview with members of the Student Media Board and if you are abroad during that time, or out of town, you must arrange a teleconference or Skype with Mr. Umhoefer that fits in the interview schedule.

**STUDENT MEDIA LEADERSHIP APPLICATION**

POSITION SOUGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOP THREE SKILLS YOU POSSESS FOR THIS POSITION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ACADEMIC MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

YEAR IN COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Which of the following courses have you taken?

☐ Media Law ☐ Media Ethics

☐ Production Techniques (2205) ☐ Intermediate Digital Media Production (2250) ☐ Radio Programming ☐ Jour 2100

Please respond succinctly as possible to each of the following:

1) How would you assess the current student media structure?

2) What work within student media has prepared you for this leadership role, and what do you want to accomplish if you would be chosen?

3) Explain your conflict-resolution style and how you would handle disputes at all levels of student media.

**What to Expect at the Student Media Interview**

You will participate in a brief in-person or Skype interview in a room to be arranged. The interview will involve members of the Board for Student Media, which consists of representatives from the College of Communication, the College of Arts and Sciences, the Jesuit community, MUSG, the Graduate School and the Provost Office.

Interview times are arranged according to position and conducted consecutively. Your individual interview will begin with you giving a brief introduction of yourself to board members. The floor will then be open to any and all questions.

Current student media leaders are invited to participate in the interview process and will be invited to offer feedback about the candidates, but they will not be part of the deliberation or vote. It is the goal of the Board that the votes will be taken for each position on the same day as the interviews. Mr. Umhoefer will notify candidates of the outcome.

Tips:

Dress professionally. The board considers this a high profile, professional position so dress the part to the best of your ability.

You may want to bring along a copy of your application and resume to reference when board members ask questions.

Arrive at least 10 minutes early to the interview.

Please wait outside the room until your name is called.

**Position Descriptions**

(Please recognize these are general guidelines to the various student leadership positions, not a description that encompass all duties for a position.)

**Managing Editor of The Marquette Tribune**

**Role**: Responsible for collaborating with the executive editors to determine the strongest content goes in the student newspaper and oversees its production of paper.

**Reports To:** Wire Executive Director and Director of Student Media

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk and the Tribune printer.

**Directly Oversees:**  Executive Editors, Visual Content team and Copy Desk, having the final say over all content in the newspaper.

**Duties**:

* Oversees operations of the newspaper at Late Night production (from 3:00 p.m.-until the paper is done on production night).
* Establishes an ethical and fair newspaper with quality, award-winning and timely content in the paper that engages the Marquette community.
* Keeps in constant contact with the printer and sends the printing budget each week (which may vary from 16-20 pages).
* Connects with the sales manager or Wire executive director to determine the number of advertisements going in the paper.
* Third reads all stories for every section that goes in the Tribune. Occasionally helps with online reads
* Uploads the electronic version of the paper online following completion of production, sends to printer, puts on Wire & Issuu, adds to OneDrive for Archives
* Assists Executive Director with administrative tasks like getting swipe access for staff members to Johnston Hall and submitting work for every competition, managing which entries are selected.

**Managing Editor of the Marquette Journal**

**Role**: Responsible for collaborating with the executive editors to determine the strongest content goes in the student magazine and oversees its production of the Journal.

**Reports To:** Wire Executive Director and Director of Student Media

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk and Journal printer.

**Directly Oversees:** Executive Editors, Visual Content team and Copy Desk, having the final say over all content in the Journal.

* Works closely with the executive director and the four executive editors to create the budget (ex: feature pieces, investigative pieces, coverage of the Marquette and Milwaukee community).
* Works with designers and photographers ensure the Journal features engaging photography, graphics, video and design.
* Attends weekly desk meetings to make sure staff is on task and brainstorm future story ideas, and keeping in touch with editors.
* Needs to has a firm grasp of feature writing, and preferable has skills in Adobe Photoshop, Illustrator and InDesign.
* Has a basic understanding of identifying and creating multimedia content (specifically, text, audio, images and video), Web design, social media and search engine optimization.
* Responsible for organizing and laying out the print issue of the magazine.

**MUTV General Manager**

***(please note: this is a scholarship position)***

**Role in Marquette Wire:** Responsible for the entire operations of MUTV, streamed or simulcast live television content, and works with executive editors to provide video content for the Wire.

**Reports to:** Wire Executive Director and Director of Student Media.

**Works Closely with:** Wire Executive Director, all department producers and Executive Editors

**Directly Oversees:** MUTV news, sports and entertainment producers, production director and personnel, and live remote coordinator. works closely with Desk Editors in determining which stories, special projects and journal stories warrant video.

**Duties:**

* Encourages collaboration and multimedia efforts with all student staff and volunteers, and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments and volunteers.
* Establishes overall station goals and objectives for the year.
* Works with the Executive Director of the Wire and the Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.
* Works closely with Desk Editors in determining which stories, special projects and journal stories warrant video.
* Hires MUTV news, sports and entertainment producers, as well as the television production team.
* Helps staff learn their roles and equipment, as well as assisting in pre-production as needed.
* Works closely with College of Communication staff engineers to resolve equipment issues.

**Marquette Radio General Manager**

***(please note: this is a scholarship position)***

**Role in Marquette Wire Organization:** Responsible for the entire operations of Marquette Radio, live audio remotes, audio content on the Wire, including for organizing podcasts for each content desk within the Wire. Must be cognizant of all audio equipment and current industry practices.

**Reports to:** Wire Executive Director and Director of Student Media.

**Directly Oversees:** Assistant General Manager, Music Director, two Assistant Music Directors, Publicist and Assistant Publicist, audio content director and volunteer DJ's (around 100 every semester).

* At the beginning of each semester, schedules general information sessions, interviews DJ’s, and help create schedule for incoming student shows.
* Hires radio staff and delegates responsibilities.
* Encourages collaboration and multimedia efforts with all student staff and volunteers, and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments and volunteers.
* Establishes overall station goals and objectives for the year, attends all Wire staff meetings and leads a weekly staff meeting.
* Works with the Executive Director of the Wire and Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.
* Responsible for the development of MU Radio DJ's professionalism and skills on the air, and ensuring the best programming possible for the station.
* Gives staff tasks to accomplish over the summer and creates a station calendar of events by the beginning of each semester.