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**Application for Marquette University Television**

**Production Positions**

Thank you for your interest in applying. The news positions available for the 2020-’21 school year include:

**Production**

* + MUTV Assistant Production Director

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 MUTV General Manager Aimee Galaszewski at [aimee.galaszewski@marquette.edu](mailto:aimee.galaszewski@marquette.edu).

**The deadline for all materials to be submitted by is Monday, October 12 at 5 p.m. CST.**

**Position Descriptions**

**MUTV Production Director**

**Position Purpose:**

The Production Director plans, coordinates and supervises studio and technical aspects of MUTV productions. This position reports to the MUTV General Manager. Reporting to the Production Director are the Assistant Production Directors, Live Remote Coordinator, directors, technical directors, and all control room/studio/live remote technical personnel, whether paid or volunteer.

**Nature and Scope:**

The Production Director is expected to have superior knowledge of television studio, control room, and remote operations. She/he is the supervisor of the entire production department of MUTV. She/he is responsible for assigning/recruiting the technical personnel needed for any given studio/remote production, training staff and volunteers on all technical positions, making technical plans for special broadcasts, and overseeing all MUTV productions.

The Production Director works closely with the MUTV General Manager and the Executive Director of the Marquette Wire 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 production department. The Production Director will ensure that there is consistent, productive and constructive communication between the various content desks and the production department, enabling the production team to execute technical aspects of each program skillfully and professionally.

The Production Director is required to maintain strong communication with the rest of the Marquette Wire, oversee production of studio and live remote broadcasts for MUTV and the Marquette Wire website, attend Wire all staff meetings, attend MUTV meetings, and take a leading role in student media training week (typically the week before classes begin).

**MUTV Assistant Production Director**

**Position Purpose:**

The Assistant Production Director helps plan, coordinate and implement studio and technical aspects of MUTV productions. This position reports to the MUTV Production Director.

**Nature and Scope:**

The Assistant Production Director is required to maintain consistent, productive and constructive communication between the producers of the various content desks and the production department, enabling the production team to execute technical aspects of each program skillfully and professionally. She/he is expected to be knowledgeable about studio equipment and basic troubleshooting. The Assistant Production director helps train volunteers, assists in the production of live broadcasts and special programs for MUTV and the Marquette Wire website, and is responsible for studio and control room setup for each studio program, including erecting and lighting sets, setting up microphones, IFBs, iPads, and other duties as assigned. All technical setup must be completed and operational by show rehearsal time. In addition, she/he is expected to attend Wire all staff meetings and MUTV meetings and take a leading role in student media training week (typically the week before classes begin).

**Live Remote Coordinator**

**Position Purpose:**

The Live Remote Coordinator plans and executes all technical aspects of Marquette Wire, MUTV and MUR live remote broadcasts, including television and radio broadcasts of sporting events and other special live remote broadcasts done by student media. This position reports to the MUTV General Manager, Production Director and Marquette Wire Projects Editor.

**Nature and Scope:**

The Live Remote Coordinator is required to maintain consistent, productive and constructive communication between the producers of the various Marquette Wire content desks and the production department, enabling the live remote production team to execute technical aspects of each live remote skillfully and professionally. She/he is expected to be knowledgeable about live remote equipment, live streaming technology, and basic troubleshooting. In conjunction with the Production Director, the Live Remote Coordinator recruits/trains both volunteer and paid Wire staff for each live remote.

**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 (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_ GPA in Major (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 television production?

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

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

4. How do you handle stressful situations?