

**Application for Executive Projects Editor**

Academic Year: 2021-22.

Deadline for all materials is 5 p.m. CST on Friday, April 16, 2021.

Applications should be emailed to incoming executive director Aimee Galaszewski at aimee.galaszewski@marquette.edu.

You will receive an email shortly after you apply regarding your interview time. If you are studying abroad or will not be on campus for the interview dates, a telephone or Skype interview can be arranged.

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 Projects Editor**

**Position Purpose:**

The Executive Projects Editor of the Marquette Wire oversees and coordinates all projects 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 Projects Editor is expected to communicate with the Social Media Editor to coordinate posts on social media accounts. Reporting to the Executive Projects Editor are the Assistant Projects Editor and Projects Reporters, as well as the Design Chief for projects-related graphic content.

**Nature and Scope:**

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

The Executive Projects 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 projects desk. The Executive Projects Editor should also coordinate with the Assistant Projects Editor and members of the copy desk to ensure that stories are edited in a timely fashion and in accordance with deadlines.

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

The Executive Projects Editor is expected to consistently update the Marquette Wire website with content from all student media platforms. The Executive Projects Editor is required to attend Wire all staff meetings and Wire student media training week (typically the week before classes begin).

The Executive Projects Editor is expected to assist Projects Reporters with filing open records or Freedom of Information Act requests to obtain documents and information for stories. The Executive Projects Editor is expected to maintain a professional reputation in the community. The Executive Projects Editor is expected to update relevant managers and the executive director on major projects, but is expected to keep sensitive project information from the general Marquette Wire staff.

**Specific job duties:**

* Oversees all projects and investigative content for the Marquette Wire.
* Trains and oversees all members of the projects desk, which includes the Assistant Projects Editor and Projects Reporters.
* Generates multimedia story ideas with MUTV and Marquette Radio staff members.
* Works closely with Journal and Tribune managing editors to brainstorm, coordinate and oversee large-scale projects.
* Curates multimedia story ideas for semesterly budgets for the projects desk, which should include coverage for the Marquette Tribune, Marquette Journal, MUTV and Marquette Radio.
* Edits online and print stories for content and grammar.
* Assists Projects Reporters in submitting open records or Freedom of Information Act requests to obtain documents and information for stories.
* Helps the assigned projects designer, which is often the Design Chief, to come up with ideas for designs for the Tribune and Journal.
* Runs weekly desk meetings and assign stories to projects desk staff members.
* Attends weekly all staff meetings.
* Attends weekly Late Night newspaper production sessions when projects are being published, as well as designated Journal production days.
* Recruits, interviews and hires the following desk staff: Assistant Projects Editor and Projects Reporters.
* 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 (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

**Application Questions for Executive Projects 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?