

**Application for Assistant Arts & Entertainment Editor**

This position is to be served for 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
* Resume
* Any additional materials that you think would support your application (Portfolios, websites, videos, etc.)

Please send your completed application materials to Executive Arts & Entertainment Editor Randi Haseman at [randi.haseman@marquette.edu](mailto:randi.haseman@marquette.edu).

**The deadline for all materials to be submitted by is Monday, May 24th at 5 p.m. CST. Applications will be accepted on a rolling basis after the stated deadline if there are no submitted applications.**

**Position Purpose:**

The Assistant Arts & Entertainment Editor assists with all arts and entertainment content for the Marquette Wire. This position reports to the Executive Arts & Entertainment Editor.

**Nature and Scope:**

The Assistant Arts & Entertainment Editor is expected to have knowledge of effective arts and entertainment writing. She/he/they is responsible for editing all stories in the arts and entertainment sections of the Marquette Tribune and Marquette Journal for accuracy, integrity, writing structure, story structure and copy mistakes. She/he/they is also expected to coach and critique arts and entertainment writers, and, with training if necessary, help create video and/or audio content for the Marquette Wire.

**Specific job duties:**

* Edits online and print budgeted stories for content, sentence/paragraph structure, AP style, and accuracy.
* Helps reporters with questions that arise when writing their stories and provide feedback once stories are edited.
* Maintains open and consistent lines of communication with reporters.
* Works one newspaper production night a week (typically Monday nights), editing stories to be published the following day and write page headlines, sub-headlines, photo captions.
* Sets up articles for online viewing at marquettewire.org and schedules social media posts for the new content.
* Attends designated Journal production days.
* Attends weekly arts and entertainment desk meetings to plan for the next week and generate story ideas.
* Helps create video and/or audio content for the Marquette Wire. (If you have never shot or edited audio or video, that is not a problem. We can teach you.)
* Attends weekly All Staff meetings (typically on Tuesday nights) and Wire training week (typically the week before classes begin).

**Assistant Arts & Entertainment Editor Application**

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

Position Sought: Assistant Arts and Entertainment Editor

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONS**

1) Why do you want the position you are applying for and what do you hope to accomplish through this position?

2) 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?

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?