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**Application for MUTV Assistant News Producer**

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 MUTV General Manager Sarah Richardson at [sarah.richardson@marquette.edu](mailto:sarah.richardson@marquette.edu).

**The deadline for all materials to be submitted is on a rolling basis.**

**Position Purpose:**

The MUTV Assistant News Producer assists in gathering and writing and news content for *Marquette Now*, MUTV’s weekly newscast, and other news programs MUTV may produce. The Assistant News Producer also helps produce the newscast, including helping plan rundowns, news packages, graphics, timing, and coordination with the production crew. This position reports to the MUTV Executive News Producer.

**Nature and Scope:**

The MUTV Assistant News Producer is expected to be knowledgeable about issues and events important to Marquette and higher education, and have excellent news reporting, editing, organizational and communication skills. They are expected to have superior organizational and communication skills.

The Assistant News Producer is expected to assist in creating and maintaining a professional, upbeat learning environment, providing colleagues with insight and resources, all while maintaining a professional reputation in the community.

The Assistant News Editor performs duties as assigned by the MUTV Executive News Producer, assisting in the producing of MUTV’s weekly live newscast, *Marquette Now*, writing and editing for accuracy, integrity, and grammar.

The Assistant News Producer is required to attend all MUTV and Wire news desk meetings, staff meetings, and Wire student media training week (typically the week before classes begin).

**Specific job duties:**

* Assists the MUTV Executive News Producer with producing news show(s), including helping plan rundowns, news packages, graphics, timing, and coordination with the production crew.
* Writes readers, voice-overs, vo/sots and other newscast stories as assigned by the MUTV Executive News Producer, writing and editing for accuracy, integrity and grammar.
* Edits video and creates graphics for newscasts.
* Helps prepare volunteers to be on-air, assisting them in writing broadcast stories, teaching them how to create packages and how to use newsroom management systems required for producing newscasts.
* Attends MUTV meetings, weekly news desk meetings, Wire all staff meetings and training week (typically the week before classes begin).
* Generates television news packages each week as assigned by the MUTV Executive News Producer.
* Performs duties as assigned by the MUTV Executive News Producer.

**MUTV Assistant News Producer Application**

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

If you do not receive this position, would you be interested in a different one? (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: JOUR 2100, DMD 2205): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions:**

1. What is your experience with news coverage?

2. Critique the current news show.

3. How would you improve MUTV/Wire next year, and how would you go about doing this?

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

5. How do you handle stressful situations?