**Company name

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**Application for MUTV Assistant Sports 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 Sports Producer helps coordinates all sports content for MUTV programs, including the *Golden Eagle Sports Report* and *Marquette Now*, as well as television coverage of breaking sports news. This position reports to the MUTV Executive Sports Editor and the Marquette Wire Executive Sports Editor.

**Nature and Scope:**

The MUTV Assistant Sports Producer is expected to be knowledgeable about issues and events important to Marquette and collegiate sports, and have excellent sports reporting, editing, organizational and communication skills. She/he/they is expected to have superior organizational and communication skills.

The Executive Sports Producer assists with production of MUTV’s weekly live sports program,  *Golden Eagle Sports Report*, as well as the sports segment of *Marquette Now*, editing for accuracy, integrity, writing structure, story structure and grammar. She/he/they is required to attend all Wire sports desk meetings, staff meetings, and Wire student media training week.

**Specific job duties:**

* Assist the MUTV Executive Sports Producer with producing sports show(s), including helping plan rundowns, sports packages, graphics, timing, and coordination with the production crew.
* Work closely with the MUTV Executive Sports Producer and the Marquette Wire Executive Sports Editor to discuss/plan weekly digital content.
* Help prepare volunteers to be on-air, assist them in writing broadcast stories, teach them how to create packages and how to use newsroom management systems required for producing sports programs.
* Generate news packages each week based off the budget created by the Marquette Wire Executive Sports Editorand the MUTV Executive Sports Producer.
* Attend MUTV meetings, weekly sports desk meetings, Wire all staff meetings and training week (typically the week before classes begin).
* Perform duties as assigned by the MUTV Executive Sports Producer.

**MUTV Assistant Sports Producer Application**

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

Position Sought: MUTV Assistant Sports Producer

Academic Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Current Year in School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List classes you have taken that apply to the position in which you are applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions:**

1. What is your vision for video sports content?

2. Critique the current sports show (Golden Eagle Sports Report).

3. What elements make for a successful sports video package?

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

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