****

**MARQUETTE WIRE RADIO PUBLICIST APPLICATION**

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 MUR General Manager Emily Bittman at emily.bittman@marquette.edu.

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

**Job Description**

**Publicist**

* Coordinates annual events such as the Rock-a-Thon and Spring Concert with Wire Events staff.
* Responsible for updating all social media outlets for Marquette Radio’s page (Facebook, Twitter, Instagram) of news, promos, events, etc., but also give Marquette Wire’s social media coordinator Marquette Radio content to post.
* Orders and tracks inventory of promotional items
* Works with other directors to see their department's’ needs are met
* Helps GM/PD and all Wire staff in coming up with new events to get Radio involved around campus (college radio day, student showcases at the brew, etc.)
* In charge of organizing and hosting “Promo Friday’s” with the other Wire mediums.
* Reach out to musicians and concert venues to help set up interviews and giveaways for music department.
* Reach out to other clubs, organizations and local places to help find opportunities for DJ’s to play music for events.

**APPLICATION**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_GPA IN MAJOR (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Application Questions**

1.) What unique ideas do you have to promote Marquette Radio’s various events?

2.) What do you think Marquette Radio needs to improve on?

3.) How would you promote Marquette Radio on social media and across campus?

3.) What are your event ideas, training ideas, or ideas for ways DJs could bond?