**Company name

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**Application for Marquette University Radio   
Audio A&E 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 MUR General Manager Emily Bittman at [emily.bittman@marquette.edu](mailto:emily.bittman@marquette.edu).

**The deadline for all materials to be submitted is Sunday, December 11th at 11:59 p.m. CST. If openings remain after this date, application materials will be accepted on a rolling basis.**

**Position Purpose:**

The MUR Audio A&E Producer plans, coordinates and creates a weekly MUR segment for the A&E section of the Marquette Wire and MUR. The Audio A&E Producer also works closely with A&E reporters to create podcasts and other audio content. This person is expected to provide training and guidance to A&E reporters who wish to become more familiar with audio storytelling.

This position reports to the Marquette Wire Executive A&E Editor as well as the MUR General Manager.

**Nature and Scope:**

The MUR Audio A&E Producer works closely with the Marquette Wire Executive A&E Editor to plan and execute weekly audio A&E content for the Marquette Wire based off the budget created by the Wire Executive A&E Editor. They are required to maintain strong communication with A&E reporters and the Executive A&E Editor, and is expected to create and maintain a professional, upbeat learning environment. The MUR Audio A&E Producer is expected to plan and execute a weekly MUR segment for the A&E desk.

The MUR Audio A&E Producer must be proficient in Adobe Audition. It is preferable that the MUR Audio A&E Producer is familiar with the MUR radio studio equipment, as well as other recording equipment.

The MUR Audio A&E Producer is expected to attend Wire all staff meetings, designated MUR meetings, and weekly A&E desk budget meetings, as well as attend student media training week (typically the week before classes begin).

**MUR Audio A&E Producer Application**

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

Position Sought: MUR Audio A&E 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: *(please answer succinctly)***

1. What goes into a successful audio A&E story?

2. Pitch an audio A&E story.

3. What vision do you have for the weekly A&E audio content?

4. How would you help train other staff members who are interested in learning about audio storytelling?