**Company name

Description automatically generated with low confidence**

**Application for MUTV Assistant Entertainment 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 Entertainment Producer helps plan, coordinate and execute the content of weekly digital and MUTV entertainment programming. This position reports to the MUTV Executive Entertainment Producer.

**Nature and Scope:**

The MUTV Assistant Entertainment Producer work closely with the MUTV Executive Entertainment Producer and the Marquette Wire Executive Entertainment Editor to discuss/plan weekly digital content by generating entertainment packages each week based off the budget created by the Marquette Wire Executive Entertainment Editor and the MUTV Executive Entertainment Editor. They assist with producing entertainment show(s), including helping plan rundowns, news packages, graphics, timing, and coordination with the production crew. They are expected to attend Wire all staff meetings, MUTV meetings, and weekly entertainment desk budget meetings, as well as perform duties as assigned by the MUTV Entertainment Producer.

**MUTV Assistant Entertainment Producer Application**

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

Position Sought: MUTV Assistant Entertainment Producer

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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions: *(please provide brief answers)***

1. What sort of entertainment would you like to cover/really enjoy covering?

2. Critique the current entertainment show and A&E video content (*type in Marquette Lately on YouTube*)

3. What sort of vision do you have for the entertainment show?

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