Company name

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**Application for Executive A&E Editor**

Academic Year: 2023-24.

Deadline for all materials is 11:59 p.m. CST on Sunday, April 9, 2023.

Applications should be emailed to incoming executive director Hope Moses at hope.moses@marquette.edu.

You will receive an email shortly after you apply regarding your interview time. If you will not be on campus for the interview dates, a telephone or Skype interview can be arranged.

Materials to submit include:

- Attached form

- Résumé

- Typed responses to the questions below

- Writing and/or multimedia samples

Best of luck and thank you for your interest in Marquette student media.

**Job description for Executive A&E Editor**

**Position Purpose:**

The Executive Arts & Entertainment Editor of the Marquette Wire plans, coordinates and supervises all arts & entertainment content for the Marquette Wire. This position reports to the Managing Editor of the Tribune for related content, the Managing Editor of the Journal for related content, the General Manager of MUTV for related content, and the General Manager of Marquette Radio for related content. Reporting to the Executive Arts & Entertainment Editor are the Arts & Entertainment Designer, Assistant Arts & Entertainment Editors and Arts & Entertainment Reporters, MUTV Executive Arts & Entertainment Producer and Assistant MUTV Arts & Entertainment Producers, whether paid or volunteer positions.

**Nature and Scope:**

The Executive Arts & Entertainment Editor is expected to have extensive, superior knowledge of arts & entertainment issues and events that are interesting and important to Marquette and college students. She/he is expected to have superior organizations and communication skills, and is responsible for conflict resolution within the arts and entertainment desk.

The Executive Arts and Entertainment Editor is the supervisor of all members of the arts & entertainment desk. She/he budgets and assigns all content for the arts and entertainment desk and is expected to work closely with the MUTV Executive Arts & Entertainment Producer,  Assistant MUTV Arts & Entertainment Producers, General Manager of Marquette Radio and the Music Director of Marquette Radio to coordinate multimedia coverage.

The Executive Arts and Entertainment Editor is expected to create and maintain a professional, upbeat learning environment, providing members of the arts and entertainment desk with insight and resources, all while maintaining a professional reputation in the community.

The Executive Arts and Entertainment Editor is responsible for assigning all arts and entertainment content, setting deadlines for content, holding weekly desk meetings, and recruiting, interviewing, hiring, and training certain arts and entertainment desk staff.

The Executive Arts and Entertainment Editor will ensure that there is consistent, productive and constructive communication between all arts and entertainment desk staff members, coordinate with editors and the copy desk to ensure that stories are edited in accordance with deadlines, and communicate with the Social Media Editor to coordinate posts on social media accounts.

The Executive Arts & Entertainment Editor oversees production of the arts & entertainment sections of the Marquette Tribune, Marquette Journal, MUTV and MUR, editing for accuracy, integrity, writing structure, story structure and grammar. The Executive News Editor is expected to consistently update the Marquette Wire website with breaking arts and entertainment stories and content from all student media platforms. She/he should attend MUTV’s weekly production of Marquette Lately, and is required to attend Wire all staff meetings, MUTV news meetings and Wire student media training week (typically the week before classes begin).

**Specific job duties:**

* Oversees all arts & entertainment content for the Marquette Wire.

* Trains and oversees all members of the arts & entertainment desk, which includes Assistant Arts & Entertainment Editors, Arts & Entertainment Reporters, Arts & Entertainment Designer, MUTV Executive Arts & Entertainment Producer and Assistant MUTV Arts & Entertainment Producers, whether paid or volunteer positions.

* Works closely with the MUTV Executive Arts & Entertainment Producer, Assistant MUTV Arts & Entertainment Producers, the Marquette Radio Music Director and the Marquette Radio General Manager to coordinate multimedia coverage.

* Curates multimedia story ideas such as theatre productions, movies, music, etc., for a weekly budget for the arts & entertainment desk, which should include coverage for the Marquette Tribune, MUTV, Marquette Radio, as well as the Marquette Journal around production time.

* Edits online and print stories for content and grammar.

* Runs weekly desk meetings and assign stories to reporters.

* Recruits, interviews and hires the following desk staff: Assistant Arts & Entertainment Editors and Arts & Entertainment Reporters.

* Helps the Arts & Entertainment Designer come up with ideas for designs for the Tribune and Journal.

* Attends weekly all staff meetings.

* Attends weekly Late Night newspaper production sessions, as well as designated Journal production days.

* Participates in weekly editorial board meeting to brainstorm for the weekly Wire editorial that appears in the Marquette Tribune.

**Information for Executive Position, Marquette Wire**

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

ACADEMIC MAJOR(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA (Optional): \_\_\_\_\_\_\_\_\_\_\_

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

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**Application Questions for Executive A&E Editor:**

1) What work within student media has prepared you for this leadership role, and what do want to accomplish if chosen?

2) Please provide a critique of the desk you are applying for and assess the current structure of the desk.

3) Explain your conflict-resolution style and how you would handle disputes at all levels of student media.

4) What about your desk would you like to change, or improve?

5) What makes you the best candidate for this job?