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**Application for MUTV Executive News Producer**

**(NOTE: this is a scholarship position and cannot be paid in any other way)**

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
* Cover letter
* Resume
* Any additional materials that you think would support your application (Portfolios, websites, videos, etc.)

Please send your completed application materials to Executive Director Hope Moses at [Hope.moses@marquette.edu](mailto:Hope.moses@marquette.edu).

**Applications will be accepted on a rolling basis.**

**Position Purpose:**

The MUTV Executive News Producer oversees and coordinates all news content for MUTV, including coordination of breaking news coverage. This position reports to the General Manager of MUTV and works in partnership with the Marquette Wire Executive News Editor. Reporting to the Executive News Producer are the assistant news producers, television reporters, news anchors, and weathercasters, whether paid or volunteer.

**Nature and Scope:**

The MUTV Executive News Producer is expected to be knowledgeable about issues and events important to Marquette and higher education, and have excellent news reporting, editing, organizational and communication skills. They are expected to have superior organizational and communication skills and are responsible for conflict resolution as needed.

The Executive News Producer is the supervisor of all members of the MUTV news desk. In conjunction with the Marquette Wire Executive News Editor, the Executive News Producer is responsible for assigning all news content, setting deadlines for content, holding weekly desk meetings, and recruiting MUTV news volunteers.

The Executive News Producer is expected to create and maintain a professional, upbeat learning environment, providing members of the news desk with insight and resources, all while maintaining a professional reputation in the community.

The Executive News Editor will ensure that there is consistent, productive and constructive communication among all MUTV news staff as well as between the news and production staff. This person will coordinate with the Assistant News Producers to ensure that stories are edited in accordance with deadlines. This person will communicate with the Social Media Editor to coordinate posts on social media accounts.

The Executive News Producer oversees production of MUTV’s weekly live newscast, *Marquette Now*, editing for accuracy, integrity, writing structure, story structure and grammar. The Executive News Editor is expected to consistently update the Marquette Wire website with content from MUTV and breaking news stories. The Executive News Producer is required to attend all Wire news desk meetings, staff meetings, and Wire student media training week (typically the week before classes begin).

**Specific job duties:**

* Responsible for all editorial aspects of the MUTV newscast(s), including planning rundowns, news packages, graphics, editing stories written by producers and volunteers, timing, and coordination with the production crew.
* Generates content ideas with MUTV news producers, photojournalists and the Marquette Wire News Desk.
* Works closely with the Marquette Wire Executive News Editor to discuss/plan weekly digital & television news content, then generates news packages each week based off the budget created in conjunction with the Marquette Wire Executive News Editor**.**
* Trains and oversees all members of the MUTV news desk, which includes assistant news producers, reporters, news anchors, and weathercasters, whether paid or volunteer.
* Coordinates content produced in conjunction with any journalism class partnerships.
* Maintains strong communication and establishes a collaborative work environment with the MUTV production department.
* Maintains strong communication with the Marquette Wire news desk.
* Attends MUTV meetings, weekly news desk meetings, Wire all staff meetings and training week (typically the week before classes begin.)
* Recruits volunteers each week to fill on-air positions.
* Prepares volunteers to be on-air, assists them in writing broadcast stories, teaches them how to create packages and how to use newsroom management systems required for producing newscasts.
* Upload show segments and packages to Marquette Wire website.
* Cultivates an upbeat learning environment for associate producers and volunteers.
* Handles conflict and communication issues within the department.

**MUTV Executive News Producer Application**

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

If you do not receive this position, would you be interested in a different one? (Note: Does not have to be in the same department).

Other Position Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (For example: JOUR 2100, DMD 2205): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions:**

1. Critique the current news show.

2. How would you improve MUTV/Wire next year, and how would you go about doing this?

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

4. How would you cover breaking news?

5. How do you handle stressful situations?