



Application for Marquette University Television Production Director

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.

Applications will be accepted on a rolling basis.

Position Purpose:

The Production Director plans, coordinates and supervises all technical aspects of MUTV studio productions. This position reports to the MUTV General Manager. Reporting to the Production Director are the assistant production directors, directors, technical directors, and all control room and studio technical personnel, whether paid or volunteer.

Nature and Scope:

The Production Director is the supervisor of the MUTV production department and is expected to have superior knowledge of television studio and control room operations. She/he is responsible for assigning/recruiting the technical personnel needed for any given studio production, training staff and volunteers on all technical positions, making technical plans for special broadcasts, and overseeing all MUTV studio productions.

The Production Director works closely with the MUTV General Manager and the Executive Director of the Marquette Wire to create and maintain a professional, upbeat learning environment. They are expected to have superior organizational and communication skills and are responsible for conflict resolution within the production department. The Production Director will ensure that there is consistent, productive and constructive communication between the

various content desks and the production department, enabling the production team to execute technical aspects of each program skillfully and professionally.

Specific job duties:

- Responsible for all technical aspects of MUTV studio productions, which include weekly live news, sports, and entertainment programs for the station and the Marquette Wire website.
- Supervises and trains members of the production department, enabling the team to execute assigned tasks skillfully and professionally.
- Creates and maintains a crew list in advance of each program.
- Recruits volunteers in advance of each program to fill the technical positions necessary for execution of the program.
- Prepares volunteers for their assigned task by training them to operate the necessary technical equipment.
- Maintains strong communication and establishes a collaborative work environment with the MUTV news, sports, and entertainment departments.
- Cultivates an upbeat learning environment for the paid and volunteer production staff.
- Handles conflict and communication issues within the department.
- Attends MUTV meetings, weekly news desk meetings, Wire all staff meetings and training week (typically the week before classes begin.)

MUTV Production Director Application

Name: _____

Position Sought: _____

If you do not receive your first choice, would you be interested in a different position? (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: Digital media 2205): _____

Please answer the following questions:

1. What is your experience with television production?
2. How would you improve MUTV and the Wire next year? 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 do you handle stressful situations?