APPLICATION FOR

**MARQUETTE WIRE EDITORIAL DIRECTOR (CONTENT)**

ACADEMIC YEAR: 2024-25

Reports to: Executive Director of The Wire

Works closely with: Production Director, Engagement Director

Direct reports: Executive News Editor, Executive Sports Editor, Executive Arts & Entertainment Editor, Executive Opinions Editor

This role is generally filled by a senior (or advanced junior) who has completed extensive core courses and has practical experience through student media or professional positions, including internships.

Position Purpose:

This position assures strong and timely coverage of the Marquette community in all forms (i.e., text, photo, audio, video) and across all platforms (i.e., print, digital, TV, radio). He/she/they is a forward-thinking, organized leader with a vision for assuring collaboration within each area and a coaching mentality to ensure the reporters and editors grow in their roles. This editor is calm when facing challenges, firm in expecting quality, and open to new ideas and approaches.

This director directly oversees the executive editors in charge of news, sports, arts/entertainment, and opinion content, working to ensure that each team is creating stories to be distributed through The Wire’s products (i.e., Marquette Tribune, Marquette Journal, MUTV, and Marquette Radio, as well as online). As such, he/she/they are comfortable and skilled in working in each area but also have a strong eye for compelling storytelling and an understanding of how best to tell those stories differently.

The Editorial Director should attend manager meetings, Wire all-staff meetings, and Wire training week (typically the week before classes begin).

Specific job duties:

· Oversees all storytelling content for The Marquette Wire.

· Trains and oversees all executive content editors and their teams, whether paid or volunteer

· Works closely with the Engagement Director and Production Director to coordinate coverage and outreach.

· Utilizes data-driven research and insights to guide the Wire in improving content and coverage.

· Curates and maintains a weekly budget for the Wire content.

· Supports editing online and print stories, videos, and audio for content and grammar.

· Runs weekly editorial meetings and assigns responsibilities to the editorial team.

· Recruits, interviews, and hires the following desk staff: executive news editor, executive sports editor, executive opinions editor, executive arts and entertainment editor. Also, supports the hiring of content executive teams.

· Attends weekly manager meetings.

· Attends all-staff meetings.

· Plans and attends weekly editorial desk meetings.

Email applications to Kris Holodak, chair of the Board for Student Media.

The following materials are required for all applications:

· a completed application form,

· answers to the application questions,

· a resume,

· a cover letter to members of the Board for Student Media explaining why you are the best candidate for the position,

· additional materials that support your qualifications for the position you are applying for (these can include letters of recommendation, portfolios, links to personal and/or professional websites, PDFs, etc.)

It is recommended, but not required, that applicants have completed the college-required courses in media law and media ethics. Please read the position description for further information on job responsibilities for the position you are applying for. It would also be wise to talk to the person currently holding the post to see whether it fits your personality and skill set.

Members of the Student Media Board will interview candidates. Prof. Kris Holodak will contact you regarding the time and date of your interview.

EDITORIAL DIRECTOR APPLICATION

NAME:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA:
GPA IN MAJOR:

YEAR IN COLLEGE:

E-MAIL:

CELL PHONE:

TOP THREE SKILLS YOU POSSESS FOR THIS POSITION:

\*\*\*

Which of the following courses have you taken?

☐ JOUR 4150: Investigative Reporting

☐ JOUR 4730: Social Justice Reporting

☐ COMM 3800: Media Law

☐ COMM 3900: Ethical Problems in Mass Communication

☐ DGMD 2205: Production Techniques

☐ DGMD 2250: Intermediate Digital Media Production

What other COMM, DGMD, JOUR, or other College of Communication courses have you taken that you believe are relevant to this role:

Other types of coursework that may be relevant to a specific position (beyond MU core):

Science breadth (e.g., physics/chem/bio/biomed/psych):

Business/Economics:

Computer Programming/Engineering:

Other (and why):

Please respond as succinctly as possible to each of the following:

1. How would you assess the current student media content? What would you like to change or improve?
2. What work within student media has prepared you for this leadership role?
3. Describe your management style, handling interpersonal conflicts, and motivating and supporting co-workers or others.
4. What is your overall vision for student media, and what specific things would you hope to accomplish if chosen?
5. What strategies or steps need to be taken to make Marquette students aware of student media and keep them engaged throughout their time here?

What to Expect at the Student Media Interview

The interview will involve voting members of the Board for Student Media, which consists of representatives from the College of Communication, the College of Arts and Sciences, the Jesuit community, MUSG, the Graduate School, and the Provost Office.

Relevant student media managers and advisers have the opportunity to offer feedback on the candidates to the board. However, they do not have a vote. The candidates will be discussed, and the board will vote via a closed ballot. The individual who receives most of the votes will be awarded the position. Proxies will not be accepted. Each board member must be present to vote.

Students will be informed of the decision by Prof. Kris Holdak, chair of the student media board, as soon as a quorum of the Board has voted, typically at the interview's conclusion.

Tips:

· Dress professionally. The board considers this a high-profile, professional position, so dress the part to the best of your ability.

· You may want to bring along a copy of your application and resume to reference when board members ask questions.

· Arrive at least 10 minutes early for the interview.

· Please wait outside the room until your name is called.