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**APPLICATION FOR**

**STUDENT MEDIA PRODUCTION LEADERSHIP POSITIONS**

**ACADEMIC YEAR: 2024-2025**

These positions include: Print Operations Manager (Tribune and Journal), MUTV Station Manager, and MU Radio Station Manager.

**\*The positions of Print Operations Manager and MU Radio Station Manager have already been filled.**

This application is now on a rolling deadline. **Email application materials to** [**Kris**](about:blank) **Holodak,** chair of the Board for Student Media, at [kristin.holodak@marquette.edu](mailto:kristin.holodak@marquette.edu).

The following materials are required for all applications:

* a completed application form,
* answers to the three 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 of your qualifications for the position you are applying for (these can include letters of recommendation, portfolios, links to personal and/or professional web sites, PDFs, etc.)

You must be available to serve in this position for the fall and spring semesters.

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.

After submitting your application, you will receive an email to organize an interview time. Interviews will take place with Professor Holodak and other members of the Student Media Board

**STUDENT MEDIA LEADERSHIP APPLICATION**

POSITION SOUGHT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOP THREE SKILLS YOU POSSESS FOR THIS POSITION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ACADEMIC MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA IN MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN COLLEGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Which of the following courses have you taken?

☐ Media Law ☐ Media Ethics

☐ Production Techniques (2205) ☐ Intermediate Digital Media Production (2250) ☐ Radio Programming ☐ JOUR 2100

What other courses have you taken that speak to the role you are applying for?

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

1) How would you assess the current student media structure?

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

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

**What to Expect at the Student Media Interview**

You will participate in a brief in-person interview in Johnston Hall. The interview will involve members of the Board for Student Media, which consists of representatives from the College of Communication, alumni, the Jesuit community, MUSG, the Graduate School, and the Provost Office.

Interview times are arranged according to position and conducted consecutively. Your individual interview will begin with you briefly introducing yourself to board members. The floor will then be open to any questions.

The Board’s goal is to take the votes for each position on the same day as the interviews. Professor Holodak will notify candidates of the outcome.

Tips:

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

Consider bringing 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.

**Position Descriptions**

(Please recognize that these are general guidelines for the various student leadership positions, not a description that encompasses all duties for a position.)

**Print Operations Manager (Tribune and Journal)**

**Role**: Responsible for collaborating with the content directors (news, sports, opinions, and A&E) to determine the strongest content in the student newspaper and student life magazine and oversee its production.

**Reports To:** Wire Production Director and Director of Student Media

**Works Closely with:** Wire Executive Director, all Content Directors, Production Director, Engagement Director, Visual Content team (photo and design), Copy Desk, and the Tribune and Journal printers.

**Directly Oversees:** Visual Content team and Copy Desk, having the final say over all content in the newspaper and magazine.

**Duties**:

* TRIBUNE
  + Oversees newspaper operations and production.
  + Establishes an ethical and fair newspaper with quality, accurate, and timely content in the paper that engages the Marquette community.
  + Keeps in constant contact with the printer and sends the printing budget each week (which may vary from 8-12 pages).
  + Connect with the sales manager or Wire Engagement Director to determine the number of advertisements in the paper.
  + Third, read all stories for every section that goes in the Tribune. Occasionally helps with online reads
* JOURNAL
  + Works closely with the Production Director and the four content directors to create the budget (e.g., feature pieces, investigative pieces, coverage of the Marquette and Milwaukee community).
  + Works with designers and photographers to ensure the Journal features engaging photography, graphics, video, and design.
  + Attends weekly desk meetings to ensure staff is on task, brainstorm future story ideas, and stay in touch with editors.
  + The candidate needs to have a firm grasp of feature writing and, preferably, skills in Adobe Photoshop, Illustrator, and InDesign.
  + Has a basic understanding of identifying and creating multimedia content (specifically, text, audio, images, and video), Web design, social media, and search engine optimization.
  + Responsible for organizing and laying out the print issue of the magazine.
* GENERAL
  + Uploads the electronic version of the Tribune and Journal online following completion of production, sends to printer, puts on Wire & Issuu, adds to OneDrive for Archives
  + Assists the Production Director with administrative tasks like getting swipe access for staff members to Johnston Hall, submitting work for every competition, and managing which entries are selected.

**MUTV Station Manager**

**Role in Marquette Wire:** Responsible for the entire production operations of MUTV, streamed or simulcast live television content, and works with content directors to provide video content for the Wire.

**Reports to:** Wire Production Director and Director of Student Media.

**Works Closely with:** Wire Production Director, all content directors, producers, and multimedia journalists

**Directly Oversees:** MUTV news, sports and entertainment producers, production director and personnel, and live remote coordinator. Works closely with content to determine which stories and special projects warrant video.

**Duties:**

* Encourages collaboration and multimedia efforts with all student staff and volunteers and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments, and volunteers.
* Establishes overall station goals and objectives for the year.
* Works with the Production Director of the Wire and the Director of Student Media to allocate budget funds wisely and purchase necessary equipment and supplies when needed.
* Works closely with content directors to determine which stories and special projects warrant video.
* Works collaboratively with the content directors to hire news, sports, opinions, entertainment producers, and the television production team.
* Helps staff learn their roles and equipment and assists in pre-production as needed.
* Works closely with College of Communication staff engineers to resolve equipment issues.

**Marquette Radio Station Manager**

**Role in Marquette Wire Organization:** Responsible for the entire operations of Marquette Radio, live audio remotes, and audio content on the Wire, including organizing podcasts for each content desk within the Wire. Must be cognizant of all audio equipment and current industry practices.

**Reports to:** Wire Production Director and Director of Student Media.

**Directly Oversees:** Technical Director, Music Director, audio producers, and volunteer DJ’s (around 100 every semester).

* At the beginning of each semester, schedules general information sessions, interviews DJ’s, and help create schedule for incoming student shows.
* Hires radio staff and delegates responsibilities.
* Encourages collaboration and multimedia efforts with all student staff and volunteers and helps resolve various conflicts/issues that arise while working with other Wire organizations, staff departments, and volunteers.
* Establishes overall station goals and objectives for the year, attends all Wire staff meetings, and leads a weekly staff meeting.
* Works with the Production Director of the Wire and Director of Student Media to allocate budget funds wisely and purchase necessary equipment and supplies when needed.
* Responsible for developing MU Radio DJs’ professionalism and skills on the air and ensuring the station's best programming.
* Gives staff tasks to accomplish over the summer and creates a station calendar of events by the beginning of each semester.