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Academic year: 2024-2025

Please send your completed application materials to incoming Executive Sports Director Matt Baltz at [matthew.baltz@marquette.edu](mailto:matthew.baltz@marquette.edu). After your application is submitted, you will receive an email to schedule an interview.

**The deadline for all materials is to be submitted by Wednesday, July 31, 2024. If there are still openings, then applications will be accepted on a rolling basis until all positions are filled.**

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.)

These positions ideally are to be served in both the fall and spring semesters. Please read the descriptions below for further information on job responsibilities.

There are four open positions on the Sports Production team:

* Executive Sports Producer
* (3) Sports Producers

**Position Descriptions**

**MUTV Executive Sports Producer**

* Required to work with and maintain strong communication with the rest of the Marquette Wire Sports Desk.
* Work closely with the Marquette Wire Executive Sports Editor to discuss/plan weekly digital & television sports content.
* Attend MUTV meetings, weekly sports desk meetings, Wire all staff meetings and training week (typically the week before classes begin).
* Generate content ideas with MUTV sports producers and the entire Marquette Wire Sports Desk.
* Generate sports packages each week based off the budget created by the Marquette Wire Executive Sports Editor**.**
* Recruit volunteers each week to fill on-air positions.
* Responsible for all editorial aspects of the MUTV sports programs, including planning rundowns, sports packages, graphics, editing stories written by producers and volunteers, timing, and coordination with the production crew.
* Prepare volunteers to be on-air, assist them in writing broadcast stories, teach them how to create packages and how to use newsroom management systems required for producing sports programs.
* Work with the MUTV Executive News Producer to produce the sports segment(s) in weekly newscasts.
* Upload show segments and packages to Marquette Wire website.
* Cultivate a upbeat learning environment for producers and volunteers.
* Handle conflict and communication issues within the department.

**MUTV Sports Producer**

* Attend MUTV meetings, weekly sports desk meetings, Wire all staff meetings and training week (typically the week before classes begin).
* Work closely with the MUTV Executive Sports Producer and the Marquette Wire Executive Sports Editor to discuss/plan weekly digital content.
* Generate news packages each week based off the budget created by the Marquette Wire Executive Sports Editorand the MUTV Executive Sports Producer.
* Assist the MUTV Executive Sports Producer with producing sports show(s), including helping plan rundowns, sports packages, graphics, timing, and coordination with the production crew.
* Help prepare volunteers to be on-air, assist them in writing broadcast stories, teach them how to create packages and how to use newsroom management systems required for producing sports programs.
* Perform duties as assigned by the MUTV Executive Sports Producer.

**MUTV SPORTS PRODUCTION APPLICATION**

NAME:

PRONOUNS:

POSITION APPLYING FOR:

ACADEMIC MAJOR(S):

MINOR (IF DECLARED):

OVERALL GPA (Optional): GPA IN MAJOR (Optional):

YEAR IN SCHOOL:

E-MAIL:

PHONE:

CAMPUS ADDRESS:

HOME ADDRESS:

CITY:

STATE/ZIP:

List of classes you have taken that apply to the position in which you are applying (For example: Digital media 2205):

**QUESTIONS:**

1. What is your vision for video sports content?

2. Critique the current sports show (Golden Eagle Sports Report).

3. What elements make for a successful sports video package?

4. How would you improve MUTV and the Wire next year? How would you go about doing this?

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