



# MARQUETTEWIRE

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## APPLICATION FOR STUDENT MEDIA LEADERSHIP POSITIONS ACADEMIC YEAR: 2026-2027

These positions include Tribune Managing Editor, Journal Managing Editor, MUTV General Manager, MU Radio General Manager.

The **deadline** for submission of all materials is **Sunday, March 29 at noon**. **Email application materials to Kris Holodak, Chair of the Board for Student Media** <kristin.holodak@marquette.edu>, copying Juan Carlos Ampie, Director of Student Media <juancarlos.ampie@marquette.edu>. Late applications will not be accepted.

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 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 2026 and Spring semesters 2027. Also, students in these leadership positions

MAY NOT have an internship while they are holding a student media leadership position, due to the time that is required for these positions.

It is 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 is a good fit for your personality and skill set: Sophia Tiedge (Tribune Editor), Ruby Mulvaney (Journal Director), Adrian Fraga (MUTV Director), Matthew Poulton (MUR Director).

Interviews will take place at the start of April. You will be contacted regarding your interview time by Media Board Chair Kris Holodak. You must be available for the in-person interview with members of the Student Media Board and if you are abroad during that time, or out of town, you must arrange a teleconference or Skype that fits in the interview schedule.

## STUDENT MEDIA LEADERSHIP APPLICATION

POSITION SOUGHT:

- Managing Editor of The Marquette Tribune & The Marquette Wire
- Executive Editor of the Marquette Journal
- MUTV General Manager
- MUR General Manager

NAME:

ACADEMIC MAJOR:

MINOR:

OVERALL GPA:

GPA IN MAJOR:

YEAR IN COLLEGE:

E-MAIL:

CELL PHONE:

What are the top three skills you possess for this position?

Which courses pertaining to Journalism and Media Production have you taken?

**Please respond 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 would be chosen?

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

## **Positions Descriptions**

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

### **Managing Editor of The Marquette Tribune & The Marquette Wire**

**Role:** Responsible for collaborating with the executive editors to determine the strongest content goes in the news website and the newspaper, as well as overseeing its production of paper.

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

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk and the Tribune printer.

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

#### **Duties:**

- Overseeing operations of the newspaper at Late Night production (from 3:00 p.m.-until the paper is done on production night).
- Establishes an ethical and fair newspaper with quality, award-winning 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 12-16 pages).
- Connects with the Sales and Advertising team, to determine the number of advertisements going in the paper.

- Third reads all stories for every section that goes in the Tribune. Occasionally helps with online reads
- Uploads the electronic version of the paper online following completion of production, sends to printer, puts on Wire & Issuu, adds to OneDrive for Archives
- Monitor publication of content on The Marquette Wire website, coordinating with Executive Editors to ensure publication of at least one new piece of content per day, besides the content published in The Marquette Tribune.
- In tandem with Desk editors, monitor reporters' work regarding productivity and quality. Reporters are expected to write at least one article per week, for a minimum of 4 articles per month, to be published on The Marquette Tribune and/or The Marquette Wire website.
- In collaboration with Desk Editors, budget and plan for content to be posted on the website on weekends, holidays, and summer vacations. Over summer break, frequency of publications does not have to be daily.
- Hold meetings and office hour at the newsroom, to encourage in-person interaction between staff members. You will be provided with office spaced and supplies necessary to perform the job.

## **Executive Editor of the Marquette Journal**

**Role:** Responsible for collaborating with the executive editors (News, Sports, Opinions, A&E) to determine the strongest content goes in the Marquette Journal magazine.

**Reports To:** The Marquette Wire Executive Director, and Director of Student Media

**Works Closely with:** Wire Executive Director, all Executive Editors, Visual Content team (photo and design), Copy Desk, and Journal printer.

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

- Works closely with the executive director and the four executive editors to create the budget (ex: web exclusive content, printed newspaper content, feature pieces, investigative pieces, coverage of the Marquette and Milwaukee community).
- Works with designers and photographers ensure the Journal features engaging photography, graphics, video and design.
- Attends weekly desk meetings to make sure staff is on task and brainstorm future story ideas and keeping in touch with editors.
- Needs to have a firm grasp of feature writing, and preferable has 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.

- Day-to-day follow up of compliance of deadlines established for the completion of content.
- Responsible for organizing and laying out the print issue of the magazine.
- Hold meetings and office hour at the newsroom, to encourage in-person interaction between staff members. You will be provided with office spaced and supplies necessary to perform the job.

## **MUTV General Manager**

**Role:** Responsible for the entire operations of MUTV, streamed or simulcast live television content, and works with executive editors to produce multimedia content.

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

**Works Closely with:** Wire Executive Director, all department producers and Executive Editors

**Directly Oversees:** MUTV news, sports and entertainment producers, production personnel, and live remote coordinator. Works closely with Desk Editors for The Marquette Wire/ The Marquette Tribune, in determining which stories, special projects and journal stories 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 Executive Director of the Wire and the Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.
- Works closely with Desk Editors in determining which stories, special projects and journal stories warrant video.

- Hires MUTV news, sports and entertainment producers, as well as the television production team.
- Supports and supervises the production of all shows transmitted on MUTV, including but not limited to The Golden Eagle Sports Report, Marquette Lately, Late Night Marquette, an upcoming news show, and any other special project or pilot approved for production by the Executive Director and the Director of Student Media.
- Supports and supervises production of events to be transmitted through our YouTube channel, whether live, pre-recorded, or on demand.
- Helps staff learn their roles and equipment, as well as assisting in pre-production as needed.
- Works closely with College of Communication staff engineers to resolve equipment issues.
- Works closely with other Executive Directors to create multimedia content to be shared across platforms.
- Monitors viewership of MUTV shows, measuring views on our YouTube channel.
- Hold meetings and office hour in the newsroom, to encourage in-person interaction between staff members. You will be provided with office spaced and supplies necessary to perform the job.

## **Marquette Radio General Manager**

**Role:** Responsible for the entire operations of Marquette Radio, live audio remotes, and audio content on the Wire website, including for organizing podcasts for each content desk within the Wire. Also, production of live concerts and video-based musical special. Must be cognizant of all audio equipment and current industry practices.

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

**Directly Oversees:** Assistant General Manager, Music Director, Assistant Music Director, Audio News Producer, A&E Producer, Sports Producer and volunteer DJs.

- At the beginning of each semester, schedules general information sessions, interviews DJs, and help create schedule for incoming student shows.
- Approve volunteer DJ's and their concept for shows, supervising their production and overseeing compliance with programming.
- 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 Executive Director of the Wire and Director of Student Media to allocate budget funds wisely and purchases necessary equipment and supplies when needed.

- Responsible for the development of MU Radio DJ's professionalism and skills on the air and ensuring the best programming possible for the station.
- In collaboration with staff, to monitor volunteer DJ's commitment to their projects, registering their presence and work at the radio booth on their assigned day/time slot.
- Gives staff tasks to accomplish over the summer and creates a station calendar of events by the beginning of each semester.
- Works closely with College of Communication staff engineers to resolve equipment issues.
- Assist MUTV production team in audio-related issues, and train video production employees assigned to working with audio in MUTV shows.
- Hold meetings and office hour in the newsroom, to encourage in-person interaction between staff members. You will be provided with office space and supplies necessary to perform the job.

## What to Expect at the Student Media Interview

You will participate in a brief in-person or Skype interview in JH 310. The interview will involve 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.

Interview times are arranged according to position and conducted consecutively. Your individual interview will begin with you giving a brief introduction of yourself to board members. The floor will then be open to all questions.

Current student media leaders are invited to participate in the interview process and will be invited to offer feedback about the candidates, but they will not be part of the deliberation or vote. It is the goal of the Board that the votes will be taken for each position on the same day as the interviews. Media Board Chair Kris Holodak will notify candidates of the outcome.

### 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 to the interview, which **will take place in JH 310.**

Please wait outside the room until your name is called.