

Student Media Manager Positions for 2018-19

Applications Due:

Knight Vision position: Sunday, March 11th - Noon

Trumpet and KWAR positions: Friday, March 16 - 4:00 pm

Apply at this site: <http://vip.wartburg.edu/forms/media.html> and include:

- Application form
 - Letter stating your views regarding the position for which you are applying, including changes you would like to make if selected.
 - Current resume
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The Wartburg Trumpet Online (Trumpet Magazine) Manager

Adviser: TBD

Responsibilities:

- Focus on content distribution through online, mobile and social media platforms
 - Create The Trumpet Online editorial calendar
 - Set goals for online and social media analytics
 - Track and produce reports on online and social media analytics
 - Create multimedia content plans in collaboration with campus media leadership
 - Maintain The Wartburg Trumpet website through design and regular site maintenance
 - Possess working knowledge of WordPress and the ability to train staff members on WordPress
 - Maintain user accounts for contributors
 - Coordinate breaking news efforts online through social media and Web with campus media leaders
 - Recruit, hire, and lead online producers
 - Set team expectations for the creation of digital content and marketing plans from strategy to execution
 - Link site metrics to overall brand metrics for evaluation of strategy vs. execution
 - Provide inspirational, enriching, insightful and entertaining content for consumers
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Knight Vision News Director

Adviser: Ronald Johnson

Job Description:

The Knight Vision News Department seeks an enthusiastic student leader who has an interest working in multimedia journalism or broadcast television. The News Director is responsible for the Knight Vision News Department and serves as the Executive Producer for Cedar Valley Today. The News Director is expected to attend and supervise Cedar Valley Today episodes during the school year. This is a 20-hour/week paid student work study position.

- Maintain an editorial calendar and assign stories to Cedar Valley Today reporters and photographers.
- Organize staff development workshops.
- Train and mentor producers and associate producers.
- Foster a positive team environment.
- Oversee scheduled morning show production from 5:30 a.m. to 9:00 a.m.
- Ensure quality control and journalistic standards for Cedar Valley Today.
- Monitor and respond to changing news as it happens in the Cedar Valley.
- Hire and recruit staff members and volunteers.
- Organize leadership meetings and delegate important tasks and assignments to members of the leadership team.
- Prepare Fall and Winter contest entries for the Knight Vision News Department.
- Organize weekly staff and story meetings.
- Meet weekly with the Knight Vision faculty advisor.
- Ensure the distribution of news content on our live streaming and online and mobile streaming platforms.

Application Requirements:

2 years of Cedar Valley Today Experience & good academic standing
Resume, cover letter, and two peer recommendations

Application Procedure (separate from other student media):

Please send your materials to ronald.johnson@wartburg.edu by Sunday, March 11th, at Noon.

- *The candidate will be hired on a “pending status” as they need to be approved by the student media committee later this spring.***

Wartburg Trumpet Editor-in-Chief

Adviser: TBD

General Job Purpose:

The Editor-in-Chief is the leader of the Wartburg College weekly newspaper and is ultimately responsible for its production and all content.

Responsibilities:

- Supervises all section editors and oversees progress of the newspaper and web content throughout the week
- Works with other student media leaders to develop multimedia coverage of stories and events
- Supervises layout and design of the paper
- Puts together the news budget for the week, writes various articles each week, copy edits all articles and edits all pages
- Assists editors and reporters with story development, writing and reporting for print and online
- Leads various meetings during the week
- Chairs editorial board
- Deals with reader complaints
- Meets regularly with newspaper adviser

Qualifications: At least one year of experience as a Trumpet section editor.

KWAR-FM Station Manager

Adviser: Pamela Ohrt

The Station Manager is the student leader of KWAR-FM 89.9, the Wartburg College radio station. In conjunction with the adviser, the station manager will oversee the day-to-day operations of the radio station and coordinate responsibilities of the various staff members.

Responsibilities include:

- Work closely with all staff members to make sure the radio station functions daily
- Organize and oversee weekly meetings; time and day depend on staff schedules
- Make decisions, after consulting with the faculty adviser, on any decision regarding the welfare of KWAR and its daily operation
- Keep up to date on all weekly problems, issues and decisions
- Maintain open lines of communication
- Handle staff issues, maintaining harmony
- Encourage student involvement with the radio station
- In the absence of a programming director, the station manager will work with volunteer DJs
- Willingness to prioritize KWAR over other campus responsibilities and extracurricular activities, including representation of the station at conferences and events

Qualifications:

- Working knowledge of Adobe Audition

- Ability to meet and interact with the public in person and on the phone
- Complete tasks in a timely fashion and meet all deadlines
- Attention to details
- At least one year of experience on KWAR staff