

TEXAN NEWS SERVICE AND TEXAN TV NEWS

A R.E.A.L. Experience - Application

Submit to TNS Newsroom (OA Grant 396) / editor@texannews.net

Please attach examples of your work pertaining to the position you are applying for.

APPLICANT INFORMATION		
Last Name	First	
Permanent Address	City, State, Zip	
E-mail	Mobile #	
Major	Minor	
Emphasis	E-portfolio	Hours completed by the end of the semester:
Position(s) Applied for, ranked by preference:	Expected graduation date:	
Are you eligible for student worker positions? (Check with Kyle Parsons 254-968-9070)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you involved in other student media or other media/PR on/off campus?	YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, explain:
Are you able to work between 10-20 hours each week (M-F, 9-5)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

You understand that you will be required to attend a Tarleton job training session as well as a Texan News training day.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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This internship is part of the REAL initiative at Tarleton. You will be required to attend REAL meetings and a training seminar at the beginning of the semester. Failure to meet the 85% attendance policy will result in loss of the internship. Please mark YES to acknowledge you understand the requirements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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SKILLS	
Which communication studies courses have you completed with a C or better? Circle them.	1307 1315 2311 3311 3303 3304 3308 3310 3318 4309 4384 Others: _____

Briefly describe your skills (writing, editing, video editing and production, Web, social media, photography, topics of interest):

PERSONAL STATEMENT
In fewer than 50 words, explain why you would be the best candidate for this position(s)?

CAMPUS & OFF-CAMPUS INVOLVEMENT
Please list ALL current campus and off-campus involvement (organizations, jobs, volunteer work, etc) and expected involvement for next semester:

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. For all positions, possible conflicts of interest and involvement in student organization must be disclosed during the application process. TNS leaders may not be employed by any other media or public relations operations. TNS leaders must adhere to TNS policies; policy guidelines will be distributed. Those selected for positions must be available for a day-long training the first weekday prior to the beginning of the semester AND weekly staff meetings . Job descriptions and requirements may change during interview process to meet the skills sets of applicants. All staff is expected to be familiar with the SPJ code of ethics and agree to follow it, as well as be a member of SPJ nationally.

Signature	Date
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Send in portfolio work and resume (optional) with application. Interviews will be scheduled through email provided on application.

Texan News Service and Texan TV News Positions/ Job Descriptions

Applications are due to TNS (OA Grant 396) or editor@texannews.net.

For all positions, possible conflicts of interest and involvement in student organization must be disclosed during the application process. TNS leaders may not be employed by any other media or public relations operations. TNS leaders must adhere to TNS policies; policy guidelines will be distributed. Those selected for positions must be available for a **day-long training the first weekday prior to the beginning of the semester AND weekly staff meetings**. Job descriptions and requirements may change during interview process to meet the skills sets of applicants. All staff is expected to be familiar with the SPJ code of ethics and agree to follow it, as well as be a member of SPJ nationally.

Paid positions, 15-20 hrs/wk, voting members of Student Media Advisory Committee (SMAC)

Editor-in-Chief: The ideal candidate for this position is a leader who can dream up new ideas, lead the entire news team and meet deadlines with a quality daily news product. The Editor-in-Chief oversees the content for both TNS and Texan TV. They are expected to work with both the Texan TV Executive Producer and TNS Managing Editor on a daily basis. It is preferred that the candidate has completed COMM 1311, 2311, 2332, 3318 and the broadcast class.

Responsibilities- Come up with new ideas for TNS and Texan TV, recruit potential employees/volunteers, oversee content production on a weekly basis, set goals for the semester, be involved in the hiring process, keep regular office hours, be familiar with AP Style, assign stories, manage social media, manage finances oversee advertising sales, serve as a mentor to staff and conduct weekly SMAC (Student Media Advisory Committee) meetings. Must submit at least one story or a Texan TV package a month.

Managing Editor: The ideal candidate for this position is someone who can work hand-in-hand with the Editor-in-Chief, lead Texan News Service, clean up news stories, write headlines, find and edit photos and keep the website and social media updated with daily news posts. It is preferred that the candidate has completed COMM 1307, 2311, 2332.

Responsibilities- Assist with weekly SMAC meetings, be familiar with AP Style, assign stories, establish and enforce deadlines, put the newspaper together, establish publication schedule for print news, set goals for the semester, be involved in the hiring process, engage freelance writers and possibly write monthly editor's columns. Must submit at least one story every two weeks and a Texan TV package a month.

Executive Producer: The ideal candidate for this position has excellent video editing and production skills, the ability to teach others to use the equipment, ideas for improving Texan TV News programming, and a knack for visual storytelling. It is preferred that the candidate has completed COMS 1311, 1307, 1215, 2311, 2332, 3308.

Responsibilities- Oversee daily and weekly broadcasts, organize the order and content of broadcasts, prepare video for distribution to Northland Cable, Granbury, YouTube and other potential outlets. They also handle the distribution of broadcasts on social media, keep regularly scheduled office hours and communicate ideas to the Editor-in-Chief. Oversee relationship with the radio station. Must submit at least one story every two weeks and assist with/create Texan TV video packages.

Associate Producer: The ideal candidate for TTV Associate Producer has excellent video editing and production skills, the ability to teach others to use the equipment and a knack for visual storytelling. It is preferred that the candidate has completed COMS 1311, 1307, 1215, 2311, 2332.

Responsibilities- Oversee daily and weekly broadcasts, prepare packages and stories daily to improve the professionalism of daily broadcasts, prepare video for distribution to Northland Cable, Granbury, YouTube and other potential outlets, handle distribution of broadcasts on social media, keep regularly scheduled office hours, produce one show a week and provide support for Executive Producer. Must submit at least one story and Texan TV package each month.

Sports Editor, Texan News and TTV: The ideal candidate for this position is someone who is able to report on what is happening in the world of sports at Tarleton, has good people skills and can be available to cover all sports news. It is preferred that the candidate has completed COMM 1307, 2311, 2332.

Responsibilities- Either cover home and away games or line up a sports writer to do so, write stories, assign stories to sportswriters and help edit them in a timely manner, organize the sports page of Texan Newsprint once a month, post stories online on a daily basis (whether it be campus or AP sports stories) oversee coverage of sports on social media host a weekly sports show that includes interviews with athletes and coaches around campus, keep regularly scheduled office hours and provide support for the Editor-in-Chief and Managing Editor. Must submit at least one story each week and a Texan TV package each month.

Sports Writer, Texan News and TTV: The ideal candidate for this position is someone who is able to report on what is happening in the world of sports at Tarleton, has good people skills and can be available to cover all sports news.

Responsibilities- Work under the Sports Editor to assist with covering sporting events for the newspaper and website and help with the sports show, communicate with athletics department to interview athletes for stories, keep regularly scheduled office hours and provide support for the Sports Editor. Must submit two stories each week and Texan TV packages each month.

Art Director, Texan News and TTV: The ideal candidate for this position is someone who is very familiar and comfortable with Adobe Creative Suite, especially InDesign and Photoshop. Must be able to work on deadline. It is preferred that the candidate has completed COMM 1307, 2311, 2332, 3318.

Responsibilities- Design and layout the monthly print Texan News newspaper editions, design ads and help with proofing and delivering products to the printer, maintain the relationship with the printer, design social media content for TNS and TTV, update and post on the social media accounts, design fliers and other promotional content for TNS, help maintain the website, design staff ID badges, keep regularly scheduled office hours and work hand-in-hand with editors and Executive Producer.

Staff Writer/MMJ, Texan News (3 positions): The ideal candidates for these positions will have a knack for finding news, be available to cover stories and write copy for the website and print editions of Texan News, must be able to work well on deadline and be responsive to contact from editors, must be dependable and self-motivated. It is preferred that the candidate has completed COMM 1307, 2311, 2332.

Responsibilities- Be available to answer story assignments on deadline, take photos and videos to accompany stories, abide by AP style when producing content, constantly generate story ideas, keep regularly scheduled office hours, and assist with general tasks in the office as needed. Must submit one to three stories each week and produce a monthly video package.

Positions with potential compensation in the future.

Photographer/Photo Editor, TNS and TTV: The ideal candidate for photo editor will be a skilled shooter who knows Photoshop, news and works well with a changing cast of photographers using cameras ranging from smartphones to Nikons. The photographer needs to have taken photojournalism or digital photography with Tarleton.

Responsibilities- Taking and assigning photographs to accompany news stories or as stand-alone visual stories, editing photographs, working with other editors and students, communicating with staff writers to take appropriate images and keep regularly scheduled office hours.

Art Assistant: The ideal candidate for assistant art director will be someone who is either very familiar with or open to learning Adobe Creative Suite-- specifically Adobe Photoshop and Adobe InDesign.

Responsibilities- Assist the art director with daily duties, and assist with designing pages for the newspaper.

Assistant Producer(s), TTV: The ideal candidate(s) for the Assistant Producer of Texan TV News has excellent video editing and productions, the ability to teach others video editing, and a knack for visual storytelling. It is preferred that the candidate has completed COMS 211, 215, 308 and 310.

Responsibilities- oversee daily broadcast, work as a liaison to broadcast classes, prepare video for distribution to residential living and learning and Northland Communications and other potential outlets, handle distribution of broadcast, attend editorial and budget meetings, and provide support for the Executive Producer. Oversee each day's stream.

Promotions Director, TNS and TTV: The ideal candidate would have a knack for designing fliers, planning events, promoting our brand, be able to sell advertisements for all platforms and build relationships with advertisers. Enrollment in upper-level COMS courses for magazine production, special projects, special problems or internship is preferred.

Responsibilities- Mass emails, flier creation and social media posts. Works hand-in-hand with editors. Will receive commission for ads sold.

Send in portfolio work and resume (optional) with the application.