

TEXAN NEWS SERVICE/TEXAN TV NEWS/CROSS TIMBERS TRAILS

A R.E.A.L. Experience - Application for Summer/Fall 2017

Submit to TNS Newsroom (Hum 396) / quanecia.fraser@go.tarleton.edu by April 17.

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 May 2017	
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	NO	
Are you involved in other student media or other media/PR on/off campus?	YES	NO	If yes, explain:
Are you able to work between 10-20 hours each week (M-F, 9-5)?	YES	NO	
You understand that you will need to enroll or audit in COMS 4384 if selected.	YES		
You understand that you will be required to attend a training session.	NO		

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	NO
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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: _____
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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 **day-long training the first Friday 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.

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Signature		Date	
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Interviews will be held Nov. 20-24. Send in portfolio work and resume (optional) with application. Interviews will be scheduled through email provided on application.

Texan News Service/Texan TV News/Cross Timbers Trails Positions and Job Descriptions

Applications are due by 5 p.m. April 17 to TNS (Hum 396) or quanecia.fraser@go.tarleton.edu.

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 **day-long training the first Friday 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, Texan News Service – 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 is ultimately responsible for the content of TNS and TTV. Must have completed COMM 1307, 2311, 2332, 3318. **Responsibilities** – Develop weekly editorial budgets, conduct weekly SMAC (Student Media Advisory Committee) meetings, set goals for semester, be involved in interviewing and hiring news staff, assign stories, keep regular office hours, be familiar with AP Style, establish and enforce deadlines, establish publication schedule for print news and manage social media, manage finances, oversee advertising sales, engage freelance writers, write monthly editor's columns, and serve as a mentor to staff.

Managing Editor, Texan News – The ideal candidate for this position is someone who can work hand in hand with the Editor-in-Chief, clean up copy, write headlines, find and edit photos and keep the website and social media updated with daily news posts. Must have completed COMM 1307, 2311, 2332. **Responsibilities** – Post to website and social media daily, post Associated Press articles daily, assist Editor-in-Chief with communicating with news gathering and photojournalism classes and staff writers, assist with copy-editing and publishing responsibilities, be familiar with AP style, assist with putting together the paper, keep regularly scheduled office hours and be available to cover spot news.

Executive Producer, Texan TV News (TTV) – The ideal candidate for TTV Executive Producer has excellent video editing and production skills, the ability to teach others to use the equipment, ideas for improving the Texan TV News programming, and a knack for visual storytelling. This student will have need to have completed COMS 1311, 1307, 1215, 2311, 2332, 3308. **Responsibilities** – Oversee daily and weekly 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 and communicate ideas to Editor-in-Chief. Oversee relationship with the radio station.

Associate Producer, TTV (2 positions) – The ideal candidate for TTV Executive Producer has excellent video editing and production skills, the ability to teach others to use the equipment, and a knack for visual storytelling. This student will need to have completed COMS 1311, 1307, 1215, 2311, 2332. **Responsibilities** – Oversee daily and weekly broadcasts, prepare packages and stories daily to improve 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.

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. Must have completed COMM 1307, 2311, 2332. **Responsibilities** – Either cover home and away games or line up a sports writer to do so, either write stories or assign stories to sports writers and help edit them in a timely manner, prepare content to fill the sports page of Texan News print once a month, 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.

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.

Cross Timbers Trails (CTT) Editor-in-Chief – The ideal candidate for this position is someone with strong writing and editing skills as well as leadership and organization skills. Must have completed COMM 1307, 2311, 2332, 3318. **Responsibilities** – Assign and edit stories for Cross Timbers Trails magazine, work closely with designer and feature writing and magazine editing classes, oversee advertising, keep CTT website and social media updated, work with the printing and proofing of magazine, oversee distribution of print product, supervise staff and keep regularly scheduled office hours.

Art Director, Texan News, TTV and CTT – 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. Must have completed COMM 1307, 2311, 2332, 3318. **Responsibilities** – Design and layout the magazine and monthly print Texan News editions, design ads and help with proofing and delivering products to printer, maintain relationship with printer, design social media content for TNS, TTV, and CTT, keep regularly scheduled office hours and work hand-in-hand with editors and Executive Producer.

Staff Writer, Texan News (2 positions) – The ideal candidate 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. Must have completed or be enrolled in COMM 1307, 2311, 2332. **Responsibilities** – Be available to answer story assignments on deadline, take photos and videos to accompany copy, 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.

Positions with potential compensation in the future

Photographer/Photo Editor, TNS, CTT & 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 along visual stories, editing photographs, working with other editors and students, communicating with staff writers to take appropriate images and

Photographer/Photo Editor, TNS, CTT & 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 along visual stories, editing photographs, working with other editors and students, communicating with staff writers to take appropriate images and keep regularly scheduled office hours.

Assistant Producer(s), TTV – The ideal candidate(s) for the deputy producer of Texan TV News has excellent video editing and productions, the ability to teach others video editing, and a knack for visual storytelling. This student will have successfully completed COMS 211, 215, 308, and 310. **Responsibilities** – oversee daily broadcast, work as 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, TTV, CTT – 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.

Applications are due April 17. Send in portfolio work and resume (optional) with application. Interviews will be held April 18-21.