

# TEXAN NEWS SERVICE/TEXAN TV NEWS/CROSS TIMBERS TRAILS

A R.E.A.L. Experience - Application for Spring 2018

Submit to TNS Newsroom (Hum 396) / [quanecea.fraser@go.tarleton.edu](mailto:quanecea.fraser@go.tarleton.edu) by Dec. 1

**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 <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 need to enroll or audit in COMS 4384 if selected. YES <input type="checkbox"/>
You understand that you will be required to attend a training session. NO <input type="checkbox"/>

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 <b>day-long training the first Friday of the semester AND weekly staff meetings</b> . 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

**Interviews will be held Dec. 1, 4,5,6. 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. Dec. 1 to TNS (Hum 396) or [quanecia.fraser@go.tarleton.edu](mailto: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)

**Executive Editor-** 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 executive editor 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. Must have 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, produce content on a weekly basis, set goals for the semester, be involved in the hiring process, keep regular office hours, be familiar with AP Style, manage social media, manage finances oversee advertising sales, and serve as a mentor to staff. Must submit at least one story or Texan TV package each week.

**Managing Editor-** The ideal candidate for this position is someone who can work hand-in-hand with the executive editor, lead Texan News Service, clean up copy, write headlines, find and edit photos and keep the website and social media updated with daily news posts. This student will need to have completed COMM 1307, 2311, 2332. Responsibilities- Develop weekly editorial budgets, conduct weekly SMAC (Student Media Advisory Committee) 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 write monthly editor's columns. Must submit at least one story or Texan TV package each week.

**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. This student will need to have 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, handle distribution of broadcasts on social media, keep regularly scheduled office hours and communicate ideas to Executive Editor. Oversee relationship with the radio station. Must submit at least one story or Texan TV package each week.

**Associate Producer-** 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. Must submit at least one story or Texan TV package each week.

**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, write stories, assign stories to sports writers and help edit them in a timely manner, organize the sports page of Texan News print 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 Executive Editor and Managing Editor. Must submit at least one story or Texan TV package each week.

**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 to three stories or Texan TV package each week.

**Opinion Editor-** The ideal candidate for this position is someone who is in tune with current events (both off and on campus), and can compose opinionated columns. This student will need to have completed COMM 1307, 2311, 2332. Responsibilities- Write monthly editorial column, organize the editorial page for the newspaper, recruit letters to the editor and guest columns, and publish editorial content to social media. Must submit at least one story or Texan TV package each week.

**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. Must submit at least one story or Texan TV package each week.

**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/MMJ, 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. Must submit two to three stories each week.

#### **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 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 and magazine.

**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.

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