

D3TV Television Board Application

D3TV, student television for DePauw University, is currently accepting applications for its Board of Directors for the Spring Semester of 2018. All students, regardless of class standing, major area of study, or level of television production experience are encouraged to apply.

A student-run organization, D3TV is a valuable asset to the campus community. As a resource for news, information, opinion and creative expression produced by, for and about DePauw students, D3TV provides a unique opportunity to participate in every facet of student media, from governance and finance to program production and station management. Board members are instrumental in promoting the station's mission and enhancing its relevance to the university and the surrounding community. We seek highly motivated, hard-working individuals committed to sustaining and expanding our services across campus.

Please review these job descriptions carefully prior to completing the enclosed application. You are welcome to apply for more than one board position. Feel free to include a resume, demo reel, writing sample or any other supporting materials with your application. Successful applicants will demonstrate a willingness and ability to be part of a growing student media organization dedicated to enhancing communication across campus and throughout the greater Greencastle community and work a minimum of ten hours a week.

For full consideration, applications must be received by Monday November 20th at 12:00pm. Late applications will not be accepted. Submit application material to: Larry Abed □D3TV Faculty Advisor□Pulliam Center for Contemporary Media Email: labeled@depauw.edu

If you have any questions regarding the application process or would like additional information about D3TV and the board positions listed herein, please feel free to contact me at kaitlinbrowning_2018@depauw.edu. On behalf of the current television board and the participating membership, I thank you for your interest in student television at DePauw University.

Students named to the Board of Directors will be compensated with a one-time stipend at the end of the semester. The exact salary will be determined based on budget allowances for next semester. An estimated salary is in the job description.

Sincerely,

Katie Browning

D3TV General Manager

D3TV Board of Directors Application Form

Due: Monday November 20th at 12 p.m. Late applications will NOT be accepted. Board meeting time will be finalized at the first meeting of the semester.

Name: Grade:

Position(s) applying for:

Relevant experience:

What other activities are you involved in, and how much time are you willing to devote the television board?

What do you hope to gain from television board?

If accepted, what would you like to accomplish in this position?

Do you have any experience using Vegas editing software? Do you have any experience creating/maintaining a website?

D3TV Board of Directors Job Descriptions

For additional information, please contact Larry Abed at labeled@depauw.edu. Deadline: **Monday November 20th at 12 P.M.**

GENERAL MANAGER (1 PERSON)--The General Manager (GM) oversees the general operation of the station. The General Manager is the media contact for D3TV and the station's official liaison for the DePauw and Greencastle communities. The GM reports to the Faculty Advisor on a weekly basis to discuss station operations, staff issues, and the state of the station. GM supervises board members and staff. \$775

ASSISTANT GENERAL MANAGER (1 PERSON)--The Assistant General Manager is the second in command, and would step in as General Manager of the station if the current GM cannot fulfill duties. The Assistant General Manager works very closely with the GM on administrative duties for D3TV. The Assistant General Manager oversees production and programming. \$675

PRODUCERS (2 PEOPLE)--The Producer is responsible for creating and producing shows for D3TV biweekly. This includes scheduling productions, editing and uploading shows to Youtube, and working with the Web Director to ensure shows are put on the website. \$500

DIRECTOR OF WEB PROGRAMMING (1 PERSON)□--The Director of Web Programming ensures all of D3TV's content is on YouTube, embedded on D3TV.org and on D3TV's cable channel. They must update the TV programmer and powerpoint for billboard. They work closely with the Web Director in ensuring that the website is up to date and accessible to the student body. They keep the shows format uniformed in a sense of titles, descriptions and organization online. At every general D3TV weekly meeting, the director of web programming will deliver a report on show analytics. Ideally, is familiar and used to working with Vegas or other editing software, as well as streaming and is up to date on copyright laws. \$600

WEB DIRECTOR (1 PERSON)□--The Webmaster is in charge of www.d3tv.org. They are required to have extensive knowledge about websites and coding. The website often needs updated on a daily basis. The Web Director is responsible for expanding the website, creating show pages, uploading blogs and ensuring the live-streaming is available on the Home Page. They work closely with the Director

of Web Programming to upload all of D3TV's content and keep it organized on the website and YouTube. At every general D3TV weekly meeting, the web director will deliver a report on website analytics \$600

DIRECTOR OF MARKETING (1 PERSON) □--The Director of Marketing controls and creates the marketing department consisted of Board Members, as well as coordinating all marketing volunteers. The Director of Marketing thinks big picture and creates marketing strategies for the station as a whole, programming and all opportunities available to students. They plan promotional events that will increase the visibility of D3TV across the campus and Greencastle community and oversee all social media platforms. The Director of Marketing works on the activities fair, live marathon, interest meetings, and all other station events needing promotions. They establish and maintain relations with DePauw faculty, departments, and the Greencastle community. □\$600

ASSISTANT DIRECTOR OF MARKETING (1 PERSON) □--The Assistant Director of Marketing is to work closely with the Director of Marketing in all areas of station and show promotions. The Assistant will add efficiency and effectiveness to promotional planning by simply adding another creative person to promotional brainstorming activities. Their main job task is to aid the Directors of Marketing. □ \$450

SOCIAL MEDIA MARKETING (1 PERSON) □--The Social Media Marketer is the direct connection between D3TV and The DePauw social media networks. This person is in charge of all of D3TV's social media outlets. The Social Media Marketer should post on D3TV social media outlets once a day. They will keep the campus, alumni, and external audience informed of D3TV events as well as provide spotlights for shows, directors and D3TV Alumni. The Social Media Marketer is also the main link between D3TV and its alum. This person will maintain ongoing conversation with the alumni to keep them informed about the ongoing events at the station. They'll also be an aid for the Director of Marketing. \$425

ALUMNI OUTREACH AND EVENTS COORDINATOR (1 PERSON)--□The Director of Alumni Outreach and Events Coordinator keeps D3TV and DePauw Alumnus informed on current events at D3TV and organizes the logistical side of all D3TV sponsored events such as festivals, premieres, showings and launch parties. They work to communicate to inform all of D3TV and DePauw Alumni of events and happenings at D3TV through blogs, interviews and a semester newsletter. \$600

NEWS DIRECTOR (1 PERSON)--□ The News Director will be in charge of overseeing the continued production of “The Source,” D3TV’s weekly 30- minute live news program. This person will arrange anchor auditions, chair reporters meetings each week, work with the Assistant News Director to write the script, and serve as the leader and executive producer in charge of the□ show. This person will be responsible for holding training workshops for new reporters each semester and to develop the show so that it continues to reach high standards. The News Director is also responsible for selecting individual clips for YouTube. Additionally, they must also put forth promotional requests to marketing and TV billboard. \$650

ASSISTANT NEWS DIRECTOR (1 PERSON)□--The Assistant News Director helps to produce The Source weekly by preparing the script, creating the rundown and ensuring that anchors and reporters are completing their stories and packages on time. The Assistant News Director is also responsible for informing the news director if readers and packages are not being completed in a timely manner.□ Additionally, the Assistant News Director, is responsible for selecting individual clips for YouTube. \$450

SPORTS DIRECTOR (1 PERSON)□--The Sports Director is in charge of overseeing all sports programming at D3TV. This person should be both well versed in sports knowledge as well as have managerial skills. This person should also develop a staff to help produce and acquire sports programming including producing a weekly show, supervising the gathering of materials (readers, b- roll, packages, and interviews) for TSN, and recruiting sports staff members□. The Sports Director is responsible for selecting individual clips for YouTube. Additionally, they must also put forth promotional requests to marketing and TV billboard. \$600

ASSISTANT SPORTS DIRECTOR (1 PERSON)--□The Assistant Sports Director helps to produce Tiger Sports Nation weekly by preparing the script, creating the rundown and ensuring that anchors and reporters are completing their stories and packages on time. The Assistant Sports Director is also responsible for informing the Sports Director if readers and packages are not being completed in a timely manner.□ Additionally, the Assistant Sports Director, is responsible for selecting individual clips for YouTube. \$450

TUESDAY TALKS PRODUCER (1 PERSON)-- The Tuesday Talks Producer Producer will produce a weekly panel talk show highlighting intellectual and academic topics coming from and including student, faculty and administrative perspectives as well as leaders from the Greencastle community. \$600

DIRECTOR OF FINANCE (1 PERSON) □--The Director of Finance maintains an accurate financial record, and gives a weekly financial report to the board, including allocations and the PCCM budget. They are also in charge of monitoring the spending of the station and giving financial advice during meetings. In addition, the Director of Finance is the Student Congress Representative for D3TV. The Director of Finance must attend all required Student Government meetings. Additionally, he/she must attend the allocation meeting at the end of the semester. If failure to do so, they will be deducted $\frac{2}{3}$ of their pay. He/She must create an allocation budget proposal by the second week of November during the fall semester, and the second week of April during the spring semester. □\$450

VOLUNTEERS □ Volunteers help with shows at D3TV, like the Source and Tiger Sports Nation. They also have the capabilities to come up with their own TV show and make it happen. They can produce, direct, crew, or work with a Director on a project. They can devote however much time they want to D3TV and if they spend enough time there, they will be qualified for a Board of Directors position for the next semester. You do not need to apply, but if you want to commit for next semester already, please feel free to!

Each position will also be assigned one or two larger projects throughout the course of the semester in addition to attending required weekly meetings and production hours. Being a paid Board Member consists of a minimum workload of 10 hours per week.