

THE MANOR

APPLICATION

Editor-in-Chief

Due: 5 p.m., Friday, Feb. 2, 2018

Application Instructions

Applicants shall submit the completed application, cover letter, current résumé, answers to the questions below, at least three samples of writing, photography and/or multimedia work, air checks, marketing materials, podcasts or videos, along with names and contact information for at least two professional or academic references. Letters should be addressed to David Blake, Chairman, Student Media Advisory Council.

Application materials must be submitted via email in a single PDF. The deadline to apply is 5 p.m., Feb. 2, 2018. Applicants will be interviewed by the Student Media Advisory Council at 10 a.m. Friday, Feb. 16, 2018. The new general manager will assume the position on March 16, 2018.

Questions: Adam Crisp, director of student media, at 912-525-5681 or acrisp@scad.edu.

Supplemental Application Instructions

1. What is the purpose of a fashion publication?
2. What do readers of The Manor expect from the site? Is The Manor currently meeting these expectations? Why or why not?
3. Describe your leadership style and highlight how your style best serves The Manor.
4. Which skills or abilities do you wish to learn or further develop from serving as editor-in-chief? Explain.
5. Please submit a one-year plan that answers the following questions in detail:
 - What strategic and operational goals you would like to accomplish during your term as editor-in-chief?
 - What innovations would you like to make happen during your term?
 - How will you research and analyze The Manor's audiences? What ideas do you have to better serve them? How will you implement these ideas?
 - What are the most significant challenges The Manor will face in the coming year? Conversely, what are the most exciting opportunities?

Timeline

January 12: Applications available.

February 2: Completed applications emailed in PDF format to acrisp@scad.edu.

February 16: Interviews held and successful candidate announced.

March 16: Winter quarter ends; new Editor-in-Chief assumes role.

Editor-in-Chief Job Description

Launched in 2014, The Manor is one of the world's first student-run fashion publications at a university. The website should continue to be innovative in all of its operations. It is imperative that relationship management becomes a core value that drives all of the website's operations, as it will be critical to building its audience and branding. The chosen candidate will be awarded a \$125 per-week stipend during fall, winter and spring quarters.

Qualifications

- Full-time student enrolled at the Savannah Campus.
- Graduation date of May 2019 or later is required.
- Applicant must remain enrolled at the Savannah campus for four consecutive quarters.
- Minimum 2.5 GPA required. Applicants should not be on academic or disciplinary probation. These standards must be maintained for the entirety of the manager's term.
- At least one quarter of service to a Student Media entity is preferred.
- Able to report for fall quarter by Monday, Sept. 3, 2018.

Preferred Skills

- Leadership: Engage students and inspire them to greater challenges.
- Professionalism: Conduct business with care and concern for public image.
- Strong communication: Possess a professional demeanor. Be able to confidently interact with others orally and in writing.
- People skills: Able to resolve conflicts. Effectively communicate positive and negative messages. Able to motivate and discipline.
- Operating systems knowledge: Understand WordPress and social media platforms.
- Web analytics knowledge: Understand Google Analytics, social media analytics.
- Fashion trend spotter
- Fashion or FASM major.
- Sense of style.
- Understand team dynamics and ability to work as a part of a team.
- Ability to meet deadlines.
- Self-starter.

Editor-in-Chief Responsibilities

- Responsible for daily operation of The Manor (scadmanor.com, social media, etc).
- Ensures that content meets expectations of professionalism
- Collaborates with staff to increase readership and social media presence
- Approves all marketing and promotions in an effort to solidify a proper brand
- Collaborates with other editors to ensure a smooth and transparent work system
- Sets agenda and presides over staff meetings and other meetings.
- Recruits and supervises editors and conducts quarterly performance review. Monitors staff's progress weekly and requires a summary of work performed.
- Participates in leadership and professional development programs as assigned by the adviser.
- Maintains staff contact and email list.
- Holds at least 10 office hours per week during business hours.
- Produces and edits posts as needed.
- Plans content with 3 posts per week.
- Checks staff email and replies within 24 hours.
- Meets weekly with director of Student Media.
- Reads and suggests edits to Student Media handbook.
- Other duties as assigned.

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Manor Editor-in-Chief

Due: 5 p.m., Friday, Feb. 2, 2018

Name _____ Date _____

Local Address _____

E-mail _____@student.scad.edu Phone _____

Major _____ Cumulative G.P.A. _____ Year of study _____

Are you a member of a SCAD media group or student organization? If so, list and indicate level of involvement or positions held.

Describe any previous high school, college or professional broadcasting or journalism experience, or any experience for the position in which you're applying.

Please include the following with your application:

- Please e-mail the completed application in PDF format to Adam Crisp at acrisp@scad.edu. Applications are due no later than 5 p.m., Friday, Feb. 2, 2018. Applications turned in after the deadline will not be considered.
- Cover letter detailing your credentials, explaining why you are seeking the position and what you will bring to the job.
- Resumé.
- Answered supplemental questions.
- One-year plan of action.