

THE MANOR

Art Director – Spring 2019-Winter 2020 Agreement

The Art Director of The Manor oversees all visual content on the website and social media. The successful candidate will approve cover images, editorials, mood boards and graphics. The director also will be in charge of managing the publication's social media. The Art Director works with all editors and contributors to create a cohesive aesthetic across all platforms.

Specifically, here's what the Art Director should achieve in their tenure:

- Coordinate with editors to achieve excellent, award-worthy content.
- Oversees all visual content on the website and social media.
- Work with Associate Editor on analytics pertaining to social media.
- Work with Fashion Editor to choose editorial photos.
- Create Instagram captions for posts and stories.
- Schedule social media posts that coincide with posts on the website.
- Work with graphic designers and illustrators to create visual content to pair with articles.
- Follow up and ensure that contributors have their content submitted on time.
- Contribute in planning for SCAD Fashion Show coverage for The Manor.
- Work 3 hours in the Student Media Center each week. Absences should be requested at least 8 hours prior to shift. The schedule should be posted within the first week of the quarter at scadmanor.com/leaders.
- Effectively use office hours to create, produce and edit work.
- Effectively communicate with staff and plans well in advance.
- Attend The Manor meetings on Tuesday, as well as Editor and Director meetings on Friday.
- Collaborate, brainstorm, pitch and help produce creative multimedia content.
- Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.

The Art Director is a paid position. The successful candidate will receive a monthly stipend in Fall, Winter and Spring quarters.

HOW TO APPLY

To apply, interested candidates must submit a completed application, a cover letter explaining how they would use the position to advance The Manor and their own careers, along with a resume and at least three samples of work produced for the publication. The deadline to apply is 5 p.m., Tuesday, March 5. Applications should be emailed to editor@scadmanor.com. Late or printed applications will not be accepted. The position begins March 25, 2019.

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Editorial Position Application

Position sought: _____

Name: _____ Date: _____

Local Address: _____

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

Major: _____ Cumulative GPA: _____ Year of study: _____

Are you a member of a SCAD Student Media organization (The Manor, District, SCAD Radio, et al)?
If so, explain your role and your contributions to the publication.

Why are you a good fit for this position? Please elaborate on any particular skills or experience that particularly qualify you for this role.

Include the following with your application:

- Completed application.
- Cover letter detailing your credentials, explaining why you are seeking the position and what you will bring to the job.
- Résumé.

E-mail the completed application in PDF format to editor@scadmanor.com. Applications are due no later than 5 p.m., March 5, 2019.