

THE MANOR

Beauty Editor – Spring 2019-Winter 2020 Agreement

The Beauty Editor oversees all visual and written content pertaining to beauty on The Manor. The successful candidate will be required to read and edit all written content on beauty, as well as produce his or her own content. A strong understanding of the beauty industry is required, and skills in skincare and makeup are appreciated. The Beauty Editor will work with other editors to produce a variety of beauty-related content to inform readers.

Specifically, here's what the Beauty Editor should achieve the following in their tenure:

- Coordinate with editors to achieve excellent, award-worthy content.
- Ensure beauty-related content is factually correct and relevant.
- Provide advice to writers writing about beauty.
- Connect writers and editors with appropriate experts and require proper sourcing for all beauty related content.
- Produce at least three articles or editorials on beauty per quarter.
- Research and write one strong, long-form article in relation to fashion.
- Contribute in planning for SCAD Fashion Show coverage for The Manor.
- Follow up and ensure that contributors have their content submitted on time.
- Accept and pitch ideas for articles pertaining to health and beauty, work with contributors writing about beauty
- Present ideas for contributors writing about beauty.
- 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 staff 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 Beauty Editor 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.