

# THE MANOR

## **Contributing Editor – Spring 2019-Winter 2020 Agreement**

The Contributing Editor's role is to assist the Editor-in-Chief and Associate Editor at the Manor. The selected candidate should possess a passion for and excellent skills in writing. A strong understanding of the fashion industry is required and skills in directing and styling are appreciated. The Contributing Editor will work with all editors and contributors to create a seamless production of written and visual content for the Manor.

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

- Coordinate with editors to achieve excellent, award-worthy content.
- Contribute at least two written pieces per quarter.
- Encouraged to contribute one editorial per quarter.
- Assist in factual and grammatical editing of content.
- 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 Contributing Editor is a unpaid volunteer position.

### **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](mailto: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](mailto:editor@scadmanor.com). Applications are due no later than 5 p.m., March 5, 2019.