

# THE MANOR

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

The Fashion Editor is The Manor's supervisor of the overall process of creating, planning, developing, managing and presenting content the publication's strong writing and editorial standards. The successful candidate will be required to oversee all written and visual fashion content. The Fashion Editor works with all editors and contributors to create a variety of fashion content that represents different styles and perspectives.

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

- Coordinate with editors to achieve excellent, award-worthy content.
- Ensure editorial content possesses a strong concept that is visually communicated.
- Work with and lead contributing stylists and writers.
- Follow up and ensure that contributors have their content submitted on time.
- Supervise and assist editors in timely editing during quick deadlines.
- Contribute in planning for SCAD Fashion Show coverage for The Manor.
- Contribute one editorial and one written piece per quarter.
- 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](http://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 Fashion 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](mailto:editor@scadmanor.com). Late or printed applications will not be accepted. The position begins March 25, 2019.

# THE MANOR

## 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.