

THE MANOR

Art Director - 2024-2025 Application

The Art Director is The Manor's chief figure for graphics and visual content outside the realm of photography. The successful candidate will have experience in social media on various platforms (primarily Instagram) as well as knowledge of Adobe Photoshop, Illustrator and other digital design platforms. The Graphic Designer collaborates with The Manor's Editor-in-Chief and Social Media Editor for articles and media content.

Qualifications

- Student enrolled at the Savannah location for fall, winter and spring quarters (2023-2024).
- Graduation date of May 2025 or later.
- Applicant must remain enrolled at the Savannah location for three consecutive quarters.
- Minimum 2.5 GPA required. Applicants may 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.

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

1. Coordinate with editors to achieve excellent, award-worthy content.
2. Create quality graphics and designs in collaboration with editorial team members and staff.
3. Maintain a schedule for The Manor's social media by checking the budget weekly.
4. Collaborate with staff to coordinate how to capture quality content for blog's social media.
5. Effectively communicate with staff and plans well in advance.
 - Utilize Slack in order to do so.
6. Attend workshop seminar at the beginning of the 2024 Fall quarter.
7. Create, establish and lead a team of at least 5, consisted of graphic design-savvy staff to secure a capable team who can contribute to The Manor's social media platforms.
 - Create and lead this group on a weekly basis, collaborating via Slack or group chat
 - Host breakout rooms or meeting sessions during the weekly meetings
8. Attend The Manor meetings on Tuesday, as well as Editor and Director meetings on Sunday.
9. Agree to attend every meeting unless submitting an excuse 24 hours in advance.*
10. Collaborate, brainstorm and help produce creative multimedia content.
11. Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.
12. This position will receive a monthly stipend, subject to change on a monthly basis depending on quality and excellence of work.

*Exceeding three unexcused absences from both Tuesday and Sunday meetings may result in removal from the position.

Submitting an Application:

Your complete application will include a signed cover letter, your current résumé (with adequate contact information), and a portfolio of relevant work samples, may be mixed disciplines (writing, fashion, editorial photography, etc.) Incomplete applications or applications received after the deadline will not be considered.

Applications are due February 26th, 2024

Application materials must be submitted via email to editor@scadmanor.com. If you have any questions about application materials, please contact Katherine Medina at kmedina@scad.edu.