THE MANOR

Beauty Editor – 2024-2025 Application

The Beauty Editor is The Manor's main figure for all things beauty and wellness. The successful candidate will have keen knowledge on emerging and current trends, staying up-to-date on local and global beauty news, and experience in producing quality, professional editorial photoshoots and styling works. The Beauty Editor collaborates with The Manor's Editor-in-Chief on coverage of beauty and trend reporting as news.

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 Beauty Editor should achieve in their tenure:

1. Coordinate with editors to achieve excellent, award-worthy content.
2. Create, establish and support a team of beauty-savvy staff to secure a capable team who can contribute to The Manor.
3. Supervise at least two editorial photo shoots per quarter produced by the staff.
4. Conduct at least two training sessions per quarter that instruct the staff on the following:
   • Manor standards and overall tone
   • Coordinating with photographers
   • Uploading content for editorial review
   • Professionalism and networking during SCAD events
5. Staff and plan for SCAD Event coverage related to beauty for The Manor.
6. Produce one editorial photo shoot per quarter.
7. Create, establish and lead a team of at least 5, consisted of beauty-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. Effectively communicate with staff and plans well in advance.
   • Utilize Slack to do so.
9. Attend The Manor meetings on Tuesday, as well as Editor and Director meetings on Sunday.
10. Attend workshop seminar at the beginning of the 2024 Fall quarter.
11. Agree to attend every meeting unless submitting an excuse 24 hours in advance.*
12. Collaborate, brainstorm, pitch and help produce creative multimedia content.
13. Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.
14. 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.