

# THE MANOR

## Contributing Editor - 2024-2025 Application

A Contributing Editor is a position apart of The Manor's responsible for focusing on all working departments, producing content specific to one's area of interest. The successful candidate will stay abreast of other creative fields and create content that reflects a high level of knowledge. A Contributing Editor will work with and update all editors on local and prominent global events affecting culture, fashion, beauty, and SCAD Events.

### Qualifications

- Student enrolled at the Savannah location for fall, winter and spring quarters (2024-2025).
- 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 a Contributing Editor should achieve in their tenure:

1. Coordinate with editors to achieve excellent, award-worthy content.
2. Oversee, develop, and pitch content for The Manor.
3. Research and develop two projects a quarter in relation to their specific area of interest (series, long format article, editorial, etc).
4. Collaborate, brainstorm, pitch and help produce creative multimedia content.
5. Cover events related to The Manor at SCAD, with article reviews or interviews of attendees.
6. Effectively communicate with staff and plan well in advance.
  - a. Utilize Slack in order to do so.
7. Create, establish and lead a team of at least 5 along side the Culture Editor, consisted of writing-savvy staff to secure a capable team who can contribute to The Manor's social media platforms.
  - a. Create and lead this group on a weekly basis, collaborating via Slack or group chat
  - b. Host breakout rooms or meeting sessions during the weekly meetings
8. Attend workshop seminar at the beginning of the 2024 Fall quarter.
9. Attend The Manor meetings on Tuesday, as well as Editor and Director meetings on Sunday.
10. Agree to attend every meeting unless submitting an excuse 24 hours in advance.\*
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 26, 2024

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