THE MANOR

Copy Editor – 2024-2025 Application

The Copy Editor is The Manor's gatekeeper and last defense in protecting the publication's strong writing and editorial standards. The successful candidate will be required to read and edit all written content on The Manor to ensure published, written content and articles reflect The Manor's voice. The Copy Editor works with all editors and contributors to create a seamless writing style, voice and experience for readers and contributors.

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 Copy Editor should achieve in their tenure:

1. **Coordinate with editors to achieve excellent, award-worthy content.**
2. **Ensures and enforces a proper writing style and voice for all contributors to follow.**
3. **Update writing guide accordingly for contributors to reference.**
4. **Follow up and ensure that contributors have their content submitted on time.**
5. **Supervise and assist editors in timely editing during quick deadlines.**
6. **Contribute in planning for SCAD Fashion Show coverage for The Manor.**
7. **Research and write one strong, long-form article in relation to fashion.**
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. **Agree to attend every meeting unless submitting an excuse 24 hours in advance.***
11. **Collaborate, brainstorm, pitch and help produce creative multimedia content.**
12. **Attend workshop seminar at the beginning of the 2024 Fall quarter.**
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 26, 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.