

# THE MANOR

## Photo Editor - 2025-2026 Application

The Photo Editor position is the central figure in charge of ensuring The Manor's editorial and visual content is maintained. The successful candidate will regulate content to ensure visual aesthetics are maintained while regularly checking in with other photo and visual editors to ensure they are making progress and adhering to best practices. The Photo Editor collaborates with all editors of The Manor and ensure the Editor-in-Chief's vision is executed.

### Qualifications

- Student enrolled at the Savannah location for fall, winter and spring quarters (2025-2026).
- Graduation date of May 2026 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 Photo Editor should achieve in their tenure:

1. Coordinate with editors to achieve excellent, award-worthy content.
2. Oversee all editorial/visual content to maintain the publication's cohesive aesthetic.
3. Produce a minimum of two photoshoots per quarter.
4. Placing images in WordPress and formatting articles on a tight deadline.
5. Works cohesively with Art Director and Assistant Photo Editor in upholding Manor's visual aesthetic
6. Check in weekly with the following editors: Assistant photo, social, style, fashion.
7. Create, establish and lead a team of at least 5, consisted of photo-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. Monitor and update shoot/editorial budget accordingly and coordinate with Copy Editor and staff members to ensure content deadlines are enforced.
9. Supervise and assist editors in tasks as needed.
10. Contribute in planning for SCAD Fashion Show coverage for The Manor.
11. Effectively use office hours to create/produce and edit work.
12. Effectively communicate with staff and plan well in advance.
  - Utilize Slack to do so.
13. Attend The Manor meetings on Tuesday, as well as Editor and Director meetings on Sunday.
14. Attend workshop seminar at the beginning of the Fall quarter.
15. Agree to attend every meeting unless submitting an excuse 24 hours in advance.\*
16. Collaborate, brainstorm, pitch and help produce creative multimedia content.
17. Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.
18. 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 21, 2025

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).