

THE MANOR

Production Editor- 2025-2026 Application

The Production Designer is The Manor's main figure for all things editorial styling. 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. The Production Designer collaborates with The Manor's Editor-in-Chief on coverage reporting as news, as well as collaborating with the Fashion Editor and Beauty Editor in order to make sure all editorial visuals are pre-approved before shooting.

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 Production 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 all production looks that will appear in editorial content for The Manor.
 - All production looks for editorials should be reviewed and approved by the Production Designer prior to when an editorial is shot
4. Plan, execute, and lead one workshop per quarter
 - Coordinate with Fashion and Beauty Editors for Editorial specific training
 - Establish the standard that should be met in regards to making editorial looks
5. Staff and plan for SCAD Event coverage related to beauty for The Manor.
6. Produce one editorial photo shoot per quarter as well as two articles per quarter.
7. Create, establish and lead a team of at least 5, consisted of production 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
8. Effectively communicate with staff and plans well in advance.
 - Utilize Slack to do so.
9. Attend workshop seminars at the beginning of the 2024 Fall quarter.
10. Agree to attend all in-person Sunday (7:30-9pm) and Tuesday (12-1pm) meetings in the Student Media Office at Oglethorpe House unless clearly excused and communicated directly with the Editor-in-Chief.*
11. Complete and log two office hours per week in the Student Media Office at Oglethorpe House.
12. Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.

*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. If you have any questions about application materials, please contact Katherine Medina at kmedina@scad.edu.