

SCADDISTRICT.COM

District's Copy Editor is the website's gatekeeper. A successful copy editor scours submissions for errors and posts stories in accordance with established deadlines. The ideal candidate will already be an editor at District and will have detailed knowledge of AP style and journalistic best practices.

Specifically, the Copy Editor will achieve the following benchmarks in Winter Quarter:

- Establish shifts in which the two Copy Editors will be responsible for reading all content.
- Read and edit all content submitted within assigned shift. Uphold District's high quality standard of journalism and AP Style.
- Train co-copy editor to District standards and best practices.
- Maintain an up-to-date electronic budget of story assignments and deadlines.
- Contact staff members and editors when deadlines are missed or changed.
- Communicate with staff regarding changes and why the edits were made.
- Check emails to copy@scaddistrict.com regularly and reply to messages within 12 hours.
- Perform other duties as assigned by District Editor in Chief or District adviser.
- Work at least 5 hours in the Student Media Center each week. Absences should be requested at least 8 hours prior to shift. The schedule should be posted within the first week of the quarter.
- Effectively use office hours to produce and edit work.
- Recruit staff through at least one classroom visit or similar marketing event.
- Effectively communicate with staff and plans well in advance.
- Attend staff meetings on Sunday and Wednesday. Planned absences should be announced at least 8 hours prior to the meeting.
- Check staff and student email accounts and replies within 12 hours.
- Collaborate, brainstorm, pitch and help produce creative multimedia content.
- Perform other duties as assigned by District Editor in Chief or District adviser.

HOW TO APPLY

Applicants must be students actively enrolled at the Savannah campus in Winter 2017. To apply, students should submit a resume, completed application, cover letter and either a portfolio or three relevant work samples to scaddistrict.com/apply2017 or via email to editor@scaddistrict.com

The deadline to apply is 5 p.m. Wednesday, January 18, 2017. Interviews will be conducted on the following week. For any questions please contact the advisor at acrisp@scad.edu

SEE APPLICATION FORM BELOW

Submit completed applications to editor@scaddistrict.com by 5 p.m., Jan 18, 2016.

Include a resumé, this completed application and either a portfolio or three work samples (or links to samples of work.)

Please thoroughly proofread your application and resume before submitting the files. Submissions with grammatical and typographical errors may not be considered.

scaddistrict.com
scadhoneydriper.com
scadmanor.com
theportcityreview.com

Editorial Position

Name

Major Graduation Month and Year

Portfolio URL (if applicable)

Email Phone Number

Position sought Copy Editor Marketing Coordinator

Why are you a good fit for this position?

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