

Copy Editor

District's team of Copy Editors are the website's gatekeepers. A successful copy editor scours submissions for errors and posts stories in accordance with established deadlines. Candidates should enter the position with solid command of grammar, punctuation and a willingness to learn AP Style.

Copy editors perform the following tasks:

- Read and edit all content submitted within assigned shift.
- Maintain District's ongoing budget of stories.
- Uphold District's high standard of journalism and AP Style.
- Coordinate with SCAD Radio on the editing of blog posts.
- Plan and execute coverage of SCAD's fashion week April 13 to April 16, 2015.
- Plan and execute coverage of Sidewalk Arts Festival on Saturday, April 25, 2015.
- Plan and execute coverage of Sand Arts Festival on Friday, May 1, 2015.
- Communicate with staff regarding changes and why the edits were made.
- Attend all staff meetings (Sunday afternoon, Wednesday night and Friday morning).
Planned absences should be announced at least 24 hours in advance in an email, text message or Facebook communication to the Editor in Chief or Adviser.
- Check emails to copy@scaddistrict.com regularly and reply to messages within 24 hours.
- Set and observe a schedule of 3 to 10 office hours per week.
- Perform other duties as assigned by District Editor in Chief or District adviser.

Stipends are awarded for satisfactory completion of all the above duties. Copy editor stipends range from \$37.50 per week (\$375 per quarter) to \$75 per week (\$750 per quarter), depending on time commitments. The stipend amount will be determined at the time of appointment.

HOW TO APPLY

Interested students should submit a resume, completed application, and brief cover letter, along with relevant portfolio materials to editor@scaddistrict.com by 5 p.m. Friday, Feb. 22.

Editorial Position

Name

Major Graduation Month and Year

Portfolio URL (attach resume to this application)

Email Phone Number

Position sought ☐ *A&E Editor* ☐ *Chief Copy Editor* ☐ *Creative Director*

☐ *Fashion Editor* ☐ *Marketing Coordinator* ☐ *Photo Editor* ☐ *Student News Editor*

☐ *Video Editor* ☐ *Web Director* ☐ *Staff Writer* ☐ *Photographer*

☐ *Video Producer* ☐ *Graphic Designer* ☐ *Blogger* ☐ _____

Describe the skills that qualify you for this position?

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What are your goals for this position?

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What are your ultimate career ambitions?

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What can District do to improve and how will you help it?

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Submit completed applications to editor@scaddistrict.com by 5 p.m. February 20, 2015.

Include your cover letter, resumé, this completed application and work samples (or links to samples of work.)

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

scaddistrict.com
www.scadmanor.com
theportcityreview.com