District

THE STUDENT VOICE OF SCAD

APPLICATION

District Editor-in-Chief

Due: 5 p.m., Friday, Feb. 2, 2018

Application Instructions

Applicants shall submit the completed application, cover letter, current résumé, answers to the questions below, at least three samples of writing, photography and/or multimedia work, along with names and contact information for at least two professional or academic references, and answers to the supplemental questions listed below. Letters should be addressed to David Blake, Chairman, Student Media Advisory Council.

Application materials must be submitted via email in a single PDF. The deadline to apply is 5 p.m., Feb. 2, 2018. Applicants will be interviewed by the Student Media Advisory Council at 10 a.m. Friday, Feb. 16, 2018.

Questions: Adam Crisp, director of student media, at 912-525-5681 or acrisp@scad.edu.

Supplemental Questions

1. What is the purpose of a student news website?
2. What do District readers expect from the wesbsite? Is District currently meeting these expectations? Why or why not?
3. Describe your leadership style and highlight how your style best serves District.
4. Which skills or abilities do you wish to learn or further develop from serving as editor-in-chief? Explain.
5. Please submit a one-year plan that answers the following questions in detail:

- What strategic and operational goals you would like to accomplish during your term as editor-in-chief?
- What innovations would you like to make happen during your term?
- How will you research and analyze District audiences? What ideas do you have to better serve them? How will you implement these ideas?
- What are the most significant challenges District will face in the coming year? Conversely, what are the most exciting opportunities?

Timeline

January 12: Applications available.
February 2: Completed applications emailed in PDF format to acrisp@scad.edu.
February 16: Interviews held and successful candidate announced.
March 16: Winter quarter ends; new editor-in-chief assumes role.

District Editor-in-Chief Job Description

District was founded in 1995 as a one-page section in the SCAD-owned community newspaper, The Georgia Guardian. From there, the publication evolved into a stand-alone, editorially independent print publication. Today, District is at the hub of an array of daily, online-only multimedia websites. A staff of approximately 20 paid student editors and another 75 volunteers contribute to District and its affiliated publications. At the helm of this operation is the editor-in-chief who makes daily content decisions, oversees training and recruitment and coordinates with the director of student media to make long-term decisions about the future of the publications. The chosen candidate will be awarded a $125 per week stipend during fall, winter and spring quarters.

Qualifications

- Full-time student enrolled at the Savannah campus.
- Graduation date of May 2019 or later is required.
- Applicant must remain enrolled at the Savannah campus for four consecutive quarters.
- Minimum 2.5 GPA required. Applicants should 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.
- Able to report for fall quarter by Monday, Sept. 4, 2017.

Preferred Skills

- Writing, editing, photography or multimedia design experience.
- Knowledge of journalistic style and ethics, specifically AP Style.
- Strong communication and professionalism skills.
- Team leadership and mentorship abilities.
- Social media, website and website curation experience.
- Portfolio of published works.
- Superior organizational and time-management abilities.

District Editor-in-Chief Responsibilities:

- Responsible for overall content of District and related publications.
- Exercises final approval on all content developed for website and makes sure the site is updated with new content on a daily basis during fall, winter and spring quarters.
- Exercises final approval on all content in the Port City Review journal and on the Port City Review website.
- Schedules and sets the agenda at District staff meetings.
- Selects and supervises other members of the District staff. Conducts quarterly evaluations of staff members.
- Upholds and educates others on established standards of journalistic ethics.
- Meets as requested with University officials to discuss editorial initiatives and partnerships.
- Participates in leadership and professional development programs as assigned.
- Assigns stories or delegates other editors to make assignments to staff members.
- Holds regular office hours of at least 10 hours per week, Monday-Friday between 8 a.m. to 6.30 p.m.

• Maintains daily story budgets during academic year. Maintains staff contact and email list for District.
• Makes equipment and supply purchase recommendations to the adviser.
• Assists adviser in preparing entries for regional and national journalism contests.
• With the general manager of SCAD Radio, plans quarterly Student Media social event.
• Checks and responds to editor@scaddistrict.com email on a daily basis and replies to messages within 24 hours.
• Produces content – written, photographic, video or audio, as needed.
• Observes all established deadlines to ensure the content is posted online according to schedule.
• Other duties as assigned.

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Name_____ Date _____

Local Address_____

E-mail _____ @student.scad.edu Phone _____

Major _____ Cumulative G.P.A. _____ Year of study _____

Are you a member of a SCAD media group or student organization? If so, list and indicate level of involvement or positions held.

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Describe any previous high school, college or professional broadcasting or journalism experience, or any experience for the position in which you're applying.

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Please include the following with your application:

- Please e-mail the completed application in PDF format to Adam Crisp at acrisp@scad.edu. Applications are due no later than 5 p.m., Friday, Feb. 2, 2018. Applications turned in after the deadline will not be considered.
- Cover letter detailing your credentials, explaining why you are seeking the position and what you will bring to the job.
- Resumé.
- Answered supplemental questions.
- One-year plan of action.