



Chief Copy Editor – Spring 2020

The Chief Copy Editor works in tandem with the Assistant Copy Editor and Written Content Producer to scour submissions for errors and posts stories in accordance with established deadlines. The Chief Copy Editor will have detailed knowledge of AP style and journalistic best practices.

Specifically, the Chief Copy Editor will achieve the following benchmarks during their term:

- Read, edit (delegating editing to copy editors when needed), and publish all content submitted within assigned shift. Uphold District's high quality standard of journalism and AP Style.
- Work at least 8 hours each week. **2 hours must be completed in the Student Media Center.** Absences should be requested at least 8 hours prior to shift. The schedule should be posted within the first week of the quarter. Office hour shifts should start before 5 p.m. Monday to Friday.
- Maintain an **up-to-date** electronic budget of story assignments and deadlines.
- **Delegate** content to Copy Editors for editing. Train Copy Editors to District standards and best practices.
- **Pitch** stories at the editor meetings.
- Contact staff members and editors when deadlines are missed or changed.
- **Communicate with staff** regarding changes and why the edits were made.
- Check staff, student email and slack accounts and reply within 12 hours.
- **Recruit staff** through at least one classroom visit or similar marketing event per quarter.
- Attend staff meetings on Sundays and Wednesdays, a chief editor's meeting weekly and an editor's meeting bi-weekly. Planned absences should be announced at least 8 hours prior to the meeting.
- 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 Spring 2020. To apply, students should submit a resume, completed application, cover letter and 3 relevant portfolio samples to editor@scaddistrict.com or in person at the Student Media Center on the ground floor of Oglethorpe House. The deadline to apply is 5 p.m. Friday, February 28, 2020. Interviews will be conducted between March 2 and March 6. The positions begin Monday, March 23, 2020. For more information, contact the adviser at acrisp@scad.edu.

COMPENSATION

This position is eligible for a monthly stipend. The stipend does not constitute employment, and student editors are not considered SCAD employees.

District

THE STUDENT VOICE OF SCAD

EDITORIAL POSITION

Name: _____ Date: _____

Position sought: _____

Local Address: _____

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

Major: _____ Cumulative GPA: _____ Year of study: _____

Are you a member of a SCAD Student Media organization (The Manor, District, SCAD Radio, et al.)?
If so, explain your role and your contributions to the publication.

Why are you a good fit for this position? Please elaborate on any particular skills or experience that particularly qualify you for this role.

Include the following with your application:

- Completed Application
- Cover letter detailing your credentials, explaining why you are seeking the position and what you will bring to the job.
- Resume

Email the completed application in PDF format to editor@scaddistrict.com. Applications are due no later than 5 p.m. February 28.