District
THE STUDENT VOICE OF SCAD

Managing Editor – Spring 2020: The Managing Editor works closely with the Editor in Chief to monitor deadlines, communicate with the staff and approve content. As needed, the Managing Editor will produce content.

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

- Works 6 hours per week editing content and performing editorial duties. At least 2 hours should 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. Effectively use office hours to produce or edit content, **as delegated by the Editor in Chief.**
- Exercises final approval on all content developed for the website and ensures the site is updated with new content on a daily basis during fall, winter and spring quarters.
- Upholds and educates others on established standards of journalistic ethics through training opportunities.
- Maintains daily story budgets during the academic year. Maintains staff contact and email list for District. Responds to newcomers about meeting times.
- Produces content – written, photographic, video or audio, as needed. Sharpens multimedia skills over term.
- Observes all established deadlines to ensure the content is posted online according to schedule.
- Creates pitches for weekly meetings and leads at least 2 meetings monthly.
- Attend staff meetings on Sundays and Wednesdays, a chief editor's meeting weekly and an editor's meeting bi-weekly. **Communicate** with other Chief Editors to edit and publish content via WordPress. Planned absences should be announced at least 8 hours prior to the meeting.
- Collaborates with Editor in Chief, Longform editors, Marketing manager and Graphic Designer to elevate District's brand and presence on campus.
- Receives mentorship from Editor in Chief bi-weekly.
- **Recruit** staff through at least one classroom visit or similar marketing event per quarter.
- Effectively communicate with staff. Check staff, student emails and slack accounts and reply within 12 hours.
- Other duties as assigned by the 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.

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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.