



# Creative Director

Application Due Monday, February 26th

PLEASE EMAIL APPLICATION TO [editor@scaddistrict.com](mailto:editor@scaddistrict.com)

## OVERVIEW

The **Creative Director** helps content for District's main website and assists with organizing the literary journalism magazine Square 95. They are responsible for upholding journalistic and creative standards for all content published on District's website. They undertake responsibilities as delegated by the Editor-in-Chief.

Primarily, they are responsible for maintaining District's website, monitoring our growth, increasing pageviews and, when necessary, creating content. They are also responsible for managing staff and organizing special projects. These projects could include longform stories, feature articles or video projects. They will facilitate these projects, but not be personally responsible for their creation.

They will also be responsible for creating a consistent, cohesive visual style across District's platforms and overseeing that it is implemented faithfully. **This position qualifies for a monthly stipend.**

### Preferred skills include:

- Experience in photography, videography, writing and/or graphic design
- Strong, effective leadership or previous experience in leadership roles
- Social media management
- Experience with WordPress
- Detailed knowledge of AP Style

## RESPONSIBILITIES

Specifically, Creative Director will do the following:

- Work **six hours per week** with two hours served in the Student Media Center
- Exercise final approval on all content on the website
- Work with the Editor-in-Chief to monitor publication performance

- Create a minimum of one pitch for contributor meetings each week
- Pitch one feature story to editorial staff each month
- Research other student-run news publications and professional news sources for ideas and growth strategies
- Produce content — photo, video, writing, etc. when needed
- Attend all meetings (Sunday Editors' Meeting and Wednesday Contributor Meeting), and notify the Editor-in-Chief at least six hours in advance if unable to attend
- Perform outreach to recruit new contributors — class visits, events, etc.
- Work with Editor-in-Chief to create new strategies for recruitment

## PLEASE SUBMIT

- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — photojournalism, news writing, documentary video are preferred
- Resume