



Features Editor

Application Due Monday, February 26th
PLEASE EMAIL APPLICATION TO
editor@scaddistrict.com

OVERVIEW

The **Features Editor** is paid to create consistent themed content for District. Typically articles will revolve around content curated towards features i.e. events happening on campus and content directly related to students, including featured articles, student profiles, and literary submissions. Applicant must have strong writing skills, exceptional time management and an interest in student life.

The Features Editor will work with the Editorial staff but be responsible for their content on an agreed-upon deadline. At our weekly meetings, they will also pitch article ideas surrounding the theme of features. They will only report directly to the Copy Chief and Editor-in-Chief.

This is a yearly position from Spring 24- Winter 25. The candidate will uphold the job responsibilities and duties of the position to the best of their ability for the full contract length.

RESPONSIBILITIES

- Work two office hours per week, one to be in the Student Media Center per week
- Create one article per week
 - Typically, this will be a written weekly column, but they will also have the ability to write other articles as they desire
- Produce additional articles when called upon
- Assist with features pitches i.e., student life, development of consistent columns and profiles
- Train and assist in the development of new columns or development of profiles.
- Has good working knowledge of Associated Press and SCAD style.
- Attend all Wednesday Contributor Meetings and Sunday Editors meetings. Editors will notify the Editor-in-Chief at least eight hours in advance if unable to attend
- Perform outreach to recruit new contributors at least once a quarter— class visits, events, etc.
- Inform Copy Chief and Editor-in-Chief of any weeks when a column/ content is not going up on a consistent schedule
- Follow production schedule for *Port City Review* and *Square 95's* release.

WHAT TO SUBMIT

Please submit the following in your application:

- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — preferably news writing
- Resume