

# THE MANOR

## Copy Editor – Spring 2019-Winter 2020 Agreement

The Copy Editor is The Manor's gatekeeper and last defense in protecting the publication's strong writing and editorial standards. The successful candidate will be required to read and edit all written content on The Manor to ensure published, written content and articles reflect The Manor's voice. The Copy Editor works with all editors and contributors to create a seamless writing style, voice and experience for readers and contributors.

Specifically, here's what the Copy Editor should achieve in their tenure:

- Coordinate with editors to achieve excellent, award-worthy content.
- Ensures and enforces a proper writing style and voice for all contributors to follow.
- Update writing guide accordingly for contributors to reference.
- Follow up and ensure that contributors have their content submitted on time.
- Supervise and assist editors in timely editing during quick deadlines.
- Contribute in planning for SCAD Fashion Show coverage for The Manor.
- Research and write one strong, long-form article in relation to fashion.
- Work 3 hours in the Student Media Center each week. Absences should be requested at least 8 hours prior to shift. The schedule should be posted within the first week of the quarter at [scadmanor.com/leaders](http://scadmanor.com/leaders).
- Effectively use office hours to create/produce and edit work.
- Effectively communicate with staff and plans well in advance.
- Attend staff meetings on Tuesday, as well as Editor and Director meetings on Friday.
- Collaborate, brainstorm, pitch and help produce creative multimedia content.
- Perform other duties as assigned by The Manor's Editor-in-Chief or adviser.

The Copy Editor is a paid position. The successful candidate has been budgeted to receive up to \$500 per quarter during fall, winter and spring quarters.

### HOW TO APPLY

To apply, interested candidates must submit a completed application, a cover letter explaining how they would use the position to advance The Manor and their own careers, along with a resume and at least three samples of work produced for the publication. The deadline to apply is 5 p.m., Tuesday, March 5. Applications should be emailed to [editor@scadmanor.com](mailto:editor@scadmanor.com). Late or printed applications will not be accepted. The position begins March 25, 2019.

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## Editorial Position Application

Position sought: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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.
- Résumé.

E-mail the completed application in PDF format to [editor@scadmanor.com](mailto:editor@scadmanor.com). Applications are due no later than 5 p.m., March 5, 2019.