

# Connector Application Instructions / Job Description

## Arts and Entertainment Editor

### Description:

The Arts and Entertainment Editor writes content and reviews relating to movies, television shows, food and concerts. Applicant should have a strong writing skills and demonstrated interest in the entertainment industry.

### Qualifications:

Applicants must be a current SCAD student in good standing. Previous experience with Student Media is desired, but not required.

### Deadline:

Completed applications must be e-mailed in .pdf format to [editor@scadconnector.com](mailto:editor@scadconnector.com) by 5 p.m. on February 26, 2024.

### Additional application materials:

Applicants are required to submit at least two writing samples, preferably articles previously published in The Connector, SCAN or other publication, but if not, writing assignments prepared for class. These submissions should illustrate the best work the applicant has done and why they would be best for this position. Applicants should also submit a cover letter detailing credentials and what they will bring to the job, a résumé, two professional references, and respond to these short answer questions:

- What do you want to get out of your involvement in Student Media?
- Managing deadlines can be challenging with school. How will you deal with the requirements of your job along with your coursework?
- What qualities of The Connector/SCAN do you like and why?

### Interviews:

Interview times will be assigned after applications are turned in.

## Job Description

### General:

- Report directly to managing editor.
- Plan and assign content of Arts & Entertainment section, which covers campus, community, local and nationwide arts and entertainment happenings.
- Have good working knowledge of Associated Press style and SCAD style.
- Observe all established deadlines.
- Other duties as assigned by managing editor and editor-in-chief.

### Weekly:

- Responsible for publishing three articles a week for the A&E section (may solicit contributors).
- Recruit contributors for A&E section.
- Bring three story pitches to weekly staff meetings.
- Check local events calendars and other news to stay informed on what's going on.
- Communicate deadlines to contributors.
- Edit all A&E content and alert copy editor once edited stories are uploaded to WordPress by set deadline.
- Attend all regular staff and editorial board meetings.

Quarterly:

- Attend two student media events per quarter (ex: Hub promos, SCAD Days).
- Follow production schedule for SCAN release.
- Contribute minimum of one column to SCAN magazine.