

# **SCAN/Connector Application Instructions / Job**

## **Description Multimedia Editor**

### **Description:**

The Multimedia Editor helps showcase all fine art, graphic and illustrative work of SCAD Atlanta students as well as recruit contributors to create media to compliment articles in the other sections of The Connector and for SCAN Magazine.

### **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 emailed in pdf format to [editor@scadconnector.com](mailto:editor@scadconnector.com) by the time specified on The Connector website. Applications turned in after the deadline will not be considered.

### **Additional application materials:**

Applicants should submit a cover letter detailing credentials and what they will bring to the job, a resume, two professional references and respond to these short answer questions:

- Do you consider yourself well-connected to students in areas of illustration, motion media, fine art and animation.
- 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.
- Find contributors for The Connector and SCAN.

- Strictly observe to all deadlines and keep up communications.
- Other duties as assigned by Managing Editor and Editor-in-Chief.

Weekly:

- Responsible for three illustrations a week (may solicit contributors).
- Bring three story pitches to weekly staff meeting.
- Communicate deadlines to contributors.
- Enforce editorial policies for multimedia. Vet pieces for appropriate content; supervise contributors and ensure understanding of libel and other media issues.
- Work with Editor-in-Chief to help recruit students in the areas of illustration, motion media, fine art and animation.
- Respond to all emails within 24 hours.
- Attend all regular staff and editorial board meetings.

Quarterly:

- Work with Editor-in-Chief and Art Director to collect, edit/prepare illustrations for SCAN Magazine.
- Select illustrations for SCAN Magazine's comics corner in accordance with theme and vet for content.
- Follow production schedule for SCAN release.
- Attend two student media events per quarter (ex: Hub promos, SCAD Days).