Polaris Signet Job Description

Polaris Signet: Chief scribal deputy to Polaris Herald, Polaris Signet ensures that every recipient of every award at every court has a scroll (or, this being Northshield, a rock, or a hammer, or something).

Qualifications include:
  • Ability to work diplomatically with Royalty, the College of Scribes, and heralds
  • Organizational skills
  • Ability to travel
  • Basic calligraphic ability

Specific duties of the Polaris signet:
  • Receive court list from royalty approximately 4 weeks prior to a Royal court
  • Look up recipients on the OP to ascertain duplication
  • Coordinate production of scrolls requested by Crown with scribes
  • Send assigned court list back to Royals immediately prior to event
  • Collect scrolls at events for court
  • Attend court meeting
    o Ensure all scrolls signed and sealed
    o Take photographs when possible for NS scribal gallery
    o Document any last-minute changes
      ▪ Scribe changes, blank artists, etc
      ▪ Additional awards
    o Assist herald in court as needed
  • After court document accordingly
    o List of scribes sent to Chronicler for publishing
    o Add scrolls to scribal gallery where appropriate
      ▪ Seek permission forms from scribes where necessary
    o Maintain updated court list in signet files
    o Document any unclaimed scrolls, and ensure they get to recipient
  • Support the kingdom scribes
    o Keep communication open
    o Attempt to connect scribes with each other for learning and geeking purposes
    o Assist Royalty in ensuring scribes are well thanked for their efforts.