

The *Northwatch* Editor is a lesser officer under the Kingdom Chronicler and is responsible for producing the monthly newsletter, a requirement of SCA Kingdom status. The *Northwatch* Editor reports to the Chronicler. This is primarily an administrative role. The *Northwatch* Editor is responsible for ensuring that the following duties are completed either by themselves or by the Deputy Editor. These duties include delivering and meeting deadlines for the following:

DELIVERABLES AND DEADLINES

- Compile and submit the monthly newsletter for publication before end-of-day on the 10th of the month preceding publication (e.g. November 10 for the December newsletter), with time for proofreading and review by Stallari

Deliverables and Requirements for the *Northwatch*

- Ensure the publication of court reports in a timely manner
- Ensure the publication of event announcements by the issue before the event
- Ensure the publication of Crown Tournament and Coronation announcements for at least two issues before the event

- Maintain an accurate listing of and contact information for Kingdom Officers and relevant Society Officers
- Maintain a listing of upcoming events

- Provide timely updates about Kingdom law, officer reports, and news
- Provide timely updates on Society business
- Facilitate communication of useful and interesting research, stories, and news from members of the Kingdom of Northshield

WORKLOAD: The workload will vary but expect to put in an average of 10 hours per month. This position does not require travel.

REQUIREMENTS:

- Dependable email access
- Dependable internet access
- Dependable social media access is nice to have but not required
- Reliable access to a computer capable of running Adobe InDesign and Microsoft Teams

- Moderate proficiency with Adobe InDesign preferred, but will train

- Moderate proficiency with word processing applications
- Minimal proficiency with Google Sheets and similar spreadsheet applications
- Ability to clearly communicate in writing, i.e. via email and in written reports. Verbal communication skills are nice, but not required
- Time management skills

RESPONSES: If interested, please forward your SCA resume and application letter to chronicler@northshield.org for consideration. This posting will close on May 31, 2025.