

Resumes in the Context of the SCA



Resumes FOR the SCA and
Application of SCA Experience in the Modern Workforce

Reasons You Need A Resume

- Applying for an office in the SCA
 - local, Kingdom, or Corporate (SCA, Inc.)
 - "Civil Service" (officer/staff) or "head of State" (landed baronage)
 - Record of Accomplishments
 - Award recommendations
 - peerage recommendations
 - Applying for a job in the "real world"
 - Highlights your non-profit experience
 - Shows skills acquired or learned while a volunteer
 - Exemplifies your leadership and/or conflict resolution experience
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Resume Styles

- **Chronological:**
 - Emphasizes your experiential history
 - Lists (in reverse chronological order-most recent first) your offices, event-related volunteerism, and honors/awards (usually in discrete sections)
- **Functional:**
 - Focuses on your skills and qualifications, with descriptive paragraphs which mention how you achieved the noted skills/qualifications
 - Recounts *in summary* your offices and volunteerism
 - Useful for those seeking to highlight specific skills (applying for a specific job)
- **Combination:**
 - Combines elements of both chronological and functional resumes
 - Showcases both skills and experiential history
- **Infographic:**
 - Uses visual elements like charts, graphs, and icons to present your skills and experience in a creative and engaging way.
 - Especially good for those who create tangible things



SCA Offices and Jobs

These all have local, principality, kingdom levels, with differing responsibilities and varying administrative and organizational needs, as well as differing availability of deputy officers to perform some of the functions:

Offices

- Seneschal
- Chancellor of the Exchequer
- Marshal
- Herald
 - book/research [onomastics and conflict]
 - armory design
 - voice [field, town cry, court]
- Arts and Sciences
- Chronicler/Historian/Archivist

- Chatelaine
- Webminister
- Lists Minister
- Youth Minister
- Social Media Officer
- DEIB Officer
- (historically also Chirurgeon, Constable)

Event Specific Jobs

- Event Steward
- Gate Lead
- Head of Kitchen
- Site Set Up/Tear Down Lead
- Set Up/Tear Down Staff
- Member of Court/Retinue

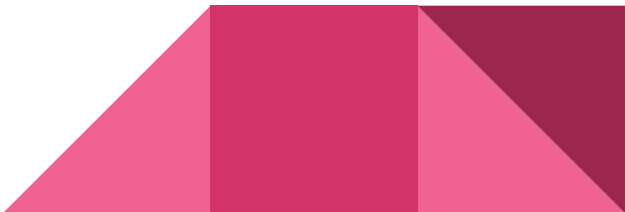
And...don't forget: Landed Baronage, Peer, Royalty...
these are jobs, TOO!



Modern Equivalent Job Titles

- Regional President (Kingdom Seneschal)
- Regional Vice President
(Principality/Large region/barony seneschal)
- Division President (local group Seneschal)
- Regional Administrator of <office or activity>
 - *for Principality or Kingdom offices other than Senechal, if local, drop the word "Regional"*
- Executive Assistant to Regional <officer "title">
(i.e., president, communications office, education and research office, etc.)
 - *for direct deputy to Kingdom officer; list specific responsibilities of the particular deputy job*

More Modern Equivalent Job Titles

- **Marketing Specialist:** Chatelaine, Demonstration Coordinator, Social Media Officer
 - **Training and Development Specialist:** Arts and Sciences Officer - -
Marshal, Herald, etc. could also be included
 - **Project Manager:** Event Steward, Head of Court, Minister of the Lists
 - **Food Service Manager/Head Chef:** Head Cook, "Feast-o-crat,"
meal planning, sourcing, and production for a feast or a entire event
 - **Team Lead:** Site Steward, Set up/take down lead, Gate lead ("constable in charge")
 - **Customer Service:** Gate Staff, Chatelaine, Kitchen Service Staff
 - **Researcher:** Arts and Sciences officer, Herald (book), Peer
 - **Editor/Writer:** Chronicler, any office required to report in writing
 - **Public speaking, Master of Ceremonies:** Court Herald, Field Herald, Royalty, Landed Baronage
 - **Announcer:** town cry
 - **Tournament Director:** Minister of the Lists
 - **Field Safety Officer:** Marshal
 - **Activity Safety Officer:** Marshal in Charge
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Brief Descriptions of Common Tasks

- Event planning and staffing
- Community service/educational project planning and management
- Fund raising
- Database design and maintenance
- Organizational process and procedure documentation and training
- Recruitment and training of executive assistant staff for event site selection and event planning
- Client interface through social media
- Team Lead/Staff for <effort>
 - Event Set-up/Tear Down
 - Booth Attendants
 - Safety Inspection
 - Ceremonial Background Personnel Manager



Samples of Descriptive Phrasing

- Conducted on-going classes and at least two weekend workshops each year, with a focus on <topic> i.e.:
 - clothing design and construction
 - graphic design
 - stage management of improvisational presentation ceremony
 - Ensured smooth communication between officers, executives and group members
 - Served as moderator for conflict resolution at all levels
 - Maintained volunteer databases and recruited new volunteers
 - Experience writing professional documentation, as well as drafting and clarifying regulations
 - Proven ability to follow through on the completion of projects and timely response to request for information and communication
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Specific Example:

Kingdom Seneschal = Regional President

Duties and Responsibilities:

- Review and approve all rental contracts for groups within the region
 - Review and approve all new and altered administrative regulations that pertain to the region before presentation to the national office and board of directors for final approval
 - Work with other local officers assure that all national objectives and standards are met
 - Work with corporate officers and the Board of Directors to investigate and solve any administrative problems within the region
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Specific Example:

Constable = Security Chief

Society for Creative Anachronism, Milpitas, CA Nov 1996 - Nov 1998

- Regional officer (Greater Bay Area) for non-profit educational organization.
 - Performed site security and fire safety at indoor and outdoor event venues
 - Scheduled and supervised teams for site security and fire safety at indoor and outdoor event venues
 - Maintained database trained security team members
 - Compiled and delivered staffing and event reports to supervising officer (N. CA and most of NV)
 - Trained duty officers and maintained site fire safety equipment.



Some Sample Resumes for SCA Jobs/Awards

- *SCA A* - general
- *SCA B* - Society Earl Marshal
- *SCA C* - general



Some Modern Resumes showing Volunteer Experience

- *Modern A*
- *Modern B*
- *Modern C*



Word Bank for Job Functions



Final Thoughts

DO:

- Use common SCA lingo on your SCA resume
- Use "I, me, We" language on your SCA resume
- Have a GENERAL version of all of your resumes that cover everything (good for award recommendations and complete job history tracking)
- TAILOR the general version to each specific job or position you apply for

DO NOT:

- Use common SCA lingo on your modern resume - find modern job task language that fits what you did in your volunteer job
- Use "I, me, We" language on your modern resume
- Use complete sentences on your modern resume; save those for the cover letter
- Use tables and columns in your formatting - the AI bots can't parse them correctly

Above all - have someone **PROOFREAD** your resumes!!
Many times, bad formatting or overlooked typos will
lose you great opportunities!

