

# Brigantia

As the Principal Herald, Brigantia coordinates the operation of various heraldic responsibilities in the East Kingdom.

## Key elements of the job:

- Advising the Crown and the populace on heraldic matters
- Responsibility for all operations of the East Kingdom College of Heralds, including filing quarterly reports with Laurel, maintaining a roster of heralds, and coordinating with the Society-level College of Arms
- Coordinating, supporting, and appointing ~25 deputies (not all are direct reports) covering a variety of herald-related activities
- Organizing and participating in several key ceremonial events throughout the year, in coordination with other heralds and officers

## Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to regularly conduct a variety of administrative tasks
- As a greater officer, Brigantia will be in fealty to the Crowns
- The initial term is for two years, with renewals possible for two additional terms of one year each (see policy).

## Additional desirable factors:

- Strong written communication skills - this office runs on email
- Ability to attend coronations, crown tournaments, and Pennsic. While the ceremonial duties for these events can be delegated if necessary, it is generally preferred that Brigantia conduct these ceremonies personally.
- Familiarity and skill with the various aspects of heraldry are useful but not required. Brigantia's job is to see that the work is done, not to do it all.
- Strong human resources management skills and other "people skills" are key - the largest part of this job is working with the various deputies and making sure the right people are in the right jobs.
- Experience as an SCA officer, especially at regional or Kingdom levels. This experience need not be in the Heraldry field.

More information can be found in the Policies of the Office of Brigantia and in Kingdom Law, section IV.B.2

## Dextrochere

Dextrochere Herald is the deputy to Brigantia, and is expected to be able to perform all duties of the office if Brigantia is unavailable. Also assists with regular operations of the heraldic office

### Key elements of the job:

- Ensuring that communications with the heraldic office are handled in a timely fashion (by delegation or by direct assistance)
- Filling in for the responsibilities of Brigantia when necessary
- General assistance with managing, coordinating, and supporting the heraldic office staff
- Preserving institutional knowledge and helping to record it in written forms

### Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to regularly conduct a variety of administrative tasks
- Ability to work closely with Brigantia, between and at events.

### Additional desirable factors:

- Strong written communication skills - this office runs on email
- Ability to attend coronations, crown tournaments, and Pennsic. Learning how to perform the ceremonial duties requires observation and practice.
- Familiarity and skill with the various aspects of heraldry are useful but not required. Assisting with the coordination of each branch of the office will result in familiarization.
- Strong "people skills" are key - the largest part of this job is working with the various deputies and helping Brigantia to manage relationships at all levels, in and out of kingdom.
- Experience as an SCA officer, especially at regional or Kingdom levels. This experience need not be in the Heraldry field.

More information can be found in the Policies of the Office of Brigantia

## Blue Tyger

Blue Tyger Herald is the submissions deputy for the Kingdom. They are responsible for keeping the process of name and armory submissions running consistently throughout the year, including the production of several documents per month. This requires a deep knowledge of the Society's heraldic rules and policies. Blue Tyger reports directly to Brigantia. This office has multiple deputies and a webminister to balance the workload. It is recommended that applicants work as one of these deputies prior to applying for this role.

### Key elements of the job:

- Publish iLols, xLols, and LoDs every month
- Write decisions for nearly all submissions
- Oversee the work of deputies and fill in as needed
- Communicate with submitters and the Sovereigns of Arms regarding Eastern submissions
- Communicate with Brigantia regarding the needs of the submissions office
- Time commitment:
  - Two deadlines per month, each requiring significant prep-work. The workload has a regular cadence, with a higher volume in the months immediately following Pennsic. Expect 5-10 hours per week.

### Key requirements include:

- Must be a current SCA member over 18 years of age
- Reliable and responsive access to email
- Good internet/computer literacy - this office is entirely online and requires interfacing with Google Drive, SCA Ordinary & Armorial, and OSCAR, at minimum
- Solid understanding of the core regulations of the SCA College of Arms
- Strong written communication skills and attention to detail
- Ability to regularly conduct a variety of administrative tasks and meet monthly deadlines
- Ability to delegate and manage work among several deputies

### Additional desirable factors:

- Familiarity with Discord as a communications platform
- Ability to conduct monthly commentary meetings
- Interest in the minutiae of heraldic research
- Good network of heraldic resources (human and digital)

## Pantheon

Pantheon Herald is one of the two main deputies supporting the kingdom submissions office: they work closely with Blue Tyger on creating Letters of Intent and Letters of Decision. Pantheon reports directly to Blue Tyger Herald, and may also optionally serve as a training role for Blue Tyger's successor.

### Key elements of the job:

- Creating internal and external Letters of Intent in OSCAR
- Uploading and editing documentation to match a standard template
- Copying each month's submissions into the Letter of Decision template
- Collating and uploading the packet of submissions forms into OSCAR to meet monthly deadlines
- Time commitment:
  - Two deadlines per month on a regular schedule, each requiring prep-work in the week leading up to them. The workload tends to be constant but not heavy, with a higher workload in the months immediately following Pennsic.

### Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to keep on top of a variety of administrative tasks and deadlines
- Interest in the heraldic submissions process, and in SCA heraldry in general
- General internet/computer literacy - this office is entirely online and requires interfacing with Google Drive and OSCAR, at minimum.

### Additional desirable factors:

- Existing knowledge of SCA heraldry is useful but not required.
- Strong written communication skills are ideal; Pantheon is one of several deputies who may need to interact with submitters.
- Familiarity with Discord as a communications platform is helpful.

## Diademe

Diademe Herald is one of the two main deputies supporting the kingdom submissions office: they work closely with Blue Tyger on receiving and processing submissions forms. Diademe reports directly to Blue Tyger Herald.

### Key elements of the job:

- Regularly checking the US postal box that receives mailed forms and payments from submitters
- Scanning forms and depositing payments
- Maintaining detailed records of forms and payments received
- Communicating with submitters regarding their items received or missing
- Time commitment:
  - A few hours per week on a regular schedule, plus communication with the rest of the Blue Tyger office in between.

### Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Excellent attention to detail is essential, as this role maintains financial records
- General internet/computer literacy - this office is entirely online and requires interfacing with Google Drive at minimum.

### Additional desirable factors:

- Interest in the heraldic submissions process, and in SCA heraldry in general, is useful but not required.
- Familiarity with Discord as a communications platform is helpful.

# Mosaic

Mosaic Herald is the internal notifications herald for the Kingdom: they notify submitters of the Kingdom-level decisions on their names and armory submissions. Mosaic reports directly to Blue Tyger Herald.

## Key elements of the job:

- Notifying submitters of Kingdom-level decisions regarding their submissions
- Notifying the Kingdom that Kingdom-level decisions have been posted each month
- Updating Blue Tyger office records to include Kingdom-level decisions on each item
- Time commitment: one round of notifications per month after the Kingdom Letter of Decisions has been posted, which is usually near the end of the month.

## Key requirements of the job include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to work on an irregular schedule: the Kingdom Letter of Decisions is not published at the same time every month and notifications should be sent in a timely fashion
- Strong written communication skills are essential
- General internet/computer literacy - this office is entirely online and requires interfacing with Google Drive and email, at minimum

## Additional desirable factors:

- Interest in the heraldic submissions process, and in SCA heraldry in general, is useful but not required.
- Familiarity with Discord as a communications platform is helpful.

## Mural

Mural Herald is the external notifications herald for the Kingdom: they notify submitters of the Society-level decisions on their names and armory submissions. Mural reports directly to Blue Tyger Herald.

### Key elements of the job:

- Notifying submitters of Society-level decisions regarding their submissions
- Notifying the Kingdom that Society-level decisions have been posted each month
- Updating Blue Tyger office records to include Society-level decisions on each item
- Time commitment:
- One round of notifications per month after the Letter of Acceptances and Returns for that month has been published.

### Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to work on an irregular schedule, as the LoAR is not published at the same time every month and notifications should be sent in a timely fashion
- Strong written communication skills are essential
- General internet/computer literacy - this office is entirely online and requires interfacing with Google Drive at minimum.

### Additional desirable factors:

- Interest in the heraldic submissions process, and in SCA heraldry in general, is useful but not required.
- Familiarity with Discord as a communications platform is helpful.

## Pallet

Pallet Herald is the heraldic art deputy for the Kingdom: they support submitters and the Blue Tyger office in creating art for submissions. Pallet reports directly to Blue Tyger Herald.

### Key elements of the job:

- Creating heraldic art in line with both the submitter's intent and the standards of the College of Arms
- Liaising between the Blue Tyger office and submitters for approval of art
- Quick turnaround of assignments
- Time commitment:
  - Generally up to five assignments per month on an irregular schedule. Turnaround on assignments is expected to be fairly short.

### Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to create analog or digital art to specifications (if analog, must also have ability to scan art)

### Additional desirable factors:

- Experience with SCA heraldry is helpful but not required - we can train you on the specifics
- Familiarity with Discord as a communications platform is helpful

# Elmet

Elmet Herald is in charge of Heraldic Education in the Kingdom. They are tasked with keeping heralds throughout the kingdom updated with the most recent rules and best practices. The main facets of education include: name submissions; armigerous submissions; voice heraldry (court and tournament); court backstage.

## Key elements of the job:

- Reading updated submission rules from Society
- Answering questions from heralds via email, Discord, and Facebook
- Keeping the educational webpages up to date (with help from a webminister)
- Providing avenues for general education (online posts, online meetings and classes, classes at events, consultation tables, etc)
- Spreading information and enthusiasm about heraldry in all its forms
- Time commitment:
  - Several hours per month, split between answering questions and organizing educational sessions.
  - Initial responses to questions should be timely (within two days); final answers to questions may require some research.

## Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email, Discord, and Facebook
- Ability to use online meeting tools (Zoom, Meet, etc)
- General knowledge of the heraldic submissions process and attention to Society updates
- General knowledge of both court and tournament heraldic practice
- Good explanatory skills

## Additional desirable factors:

- Either an interest in leading education sessions OR good delegation skills to recruit other teachers
- Interest in meeting and discussing with the active heralds in the East, to have a robust network of knowledge sharing

## Morning Star

Morning Star Herald is tasked with keeping the reports running on time. Local, regional, and kingdom heralds have reporting deadlines throughout the year, and this routine but infrequent task requires shepherding and record-keeping.

### Key elements of the job:

- Reminding heralds about upcoming reporting deadlines
- Keeping track of report statuses, and highlighting major lapses to Brigantia
- Education for new local and regional heralds about report procedures

### Key requirements include:

- Reliable and responsive access to email
- Familiarity with Facebook & Discord
- Ability to nicely pester folks both before and after deadlines

Hibou Blanc (description forthcoming)

Blue Alaunt (description forthcoming)

Silver Crescent (description forthcoming)

# Shepherd's Crook

Shepherds Crook Herald is responsible for controlling and updating the records of awards given in East Kingdom courts, the records of important branch-level changes, and administering the Order of Precedence (OP) website. They work closely with regional heralds, Eastern Crown Herald, and Troubadour Herald. Shepherds Crook reports directly to Brigantia Herald. This office has regional deputies and a webminister, to balance the workload.

## Key elements of the job:

- Maintaining the OP database: adding new Court Reports, updating prior data, correcting names
- Creating the Order of March for Crown Tournament, and organizing the entrants accordingly
- Using the branch-level Order of Precedence line up the Kingdom populace for Pennsic Opening Ceremonies
- Projects for improving and maintaining the database as needed
- Time commitment: Regular database updates (not strictly scheduled). Crown Tournaments require prep-work in the weeks leading up to them. The workload tends to be constant but not heavy, with a higher workload in the months immediately before Crown Tournament. Several hours at Pennsic for Opening Ceremonies.

## Key requirements include:

- Must be a current SCA member, over 18 years of age
- Reliable and responsive access to email
- Ability to keep on top of a variety of administrative tasks and deadlines
- Interest in the Order of Precedence, award structure, and database work
- General internet/computer literacy - this office is almost entirely online and requires interfacing with Google Drive and the OP database, at minimum

## Additional desirable factors:

- Familiarity with Discord as a communications platform is helpful, but not required
- Able to delegate and work with deputies
- Being able to travel to Crown is best, although deputies MAY be able to help
- No actual voice heralding needed, with delegation for Pennsic Opening Ceremonies

Clerk of the Polling Lists (description forthcoming)

## Esteem (Sign)

Esteem Herald is in charge of American Sign Language (ASL) services during court. They are responsible for training sign heralds in the kingdom and coordinating with the Eastern Crown Herald for sign heraldry services at events. Esteem reports directly to Brigantia.

### Key elements of the job:

- Coordinating with the Eastern Crown Herald and the sign heralds to ensure signing services are provided at as many RP events as possible
- Providing training materials to the kingdom's sign heralds, and tracking a competency test on completion, to ensure they have the vocabulary, skills, and confidence to do the job. No sign herald may work a court without passing their competency test.
- Recruiting sign heralds in the kingdom
- Time commitment:
  - Conducting regular training classes for sign heralds (currently held online, 1hr, 1x/week during the summer)
  - Additional classes, 1:1 sessions, and practice sessions as needed
  - Administration of competency tests
  - Several hours at events if acting as a sign herald. This includes meeting with the Eastern Crown Herald before court to go over the docket, and providing ASL services during court.

### Key requirements include:

- Must be a current SCA member, 18 or older preferred.
- Must have a strong working knowledge of American Sign Language. Full fluency is not required but is preferred. If you are not fluent, taking a semester of ASL at a local college is strongly recommended. Fluency in the manual alphabet and numbers 1-20 is a must.
- Familiarity with the house-signs for the SCA and the East
- Ability to use online meeting tools (Zoom, Meet, etc), with a strong internet connection and a good quality microphone and camera. This is a highly visual office that operates half online.
- Reliable and responsive access to email and Facebook
- General knowledge of court practice
- Good communication skills, both written and oral
- Maintaining the content on the sign heraldry sub-website, with Standard Herald.

### Additional desirable factors:

- An interest in Deaf culture and community within the East Kingdom
- Good hand strength
- Patience



# Jongleur

Jongleur Herald is in charge of coordinating the use of the list trees during Crown Tournaments. They are responsible for organizing combattants' shields during the tournament, for loading and unloading the trees. They work closely with Troubadour Herald and the Minister of the Lists. They assist the Chamberlain to ensure the list trees are transported and maintained. Jongleur reports to Troubadour.

## Key elements of the job:

- Rapid organization of tree shields according to the Minister of Lists' instructions
- Ability to organize volunteers to assist during the tournament, as this is not a 1-person operation
- Taking responsibility for the careful operation of the list trees
- Taking responsibility for the safe handling of personal tree shields and returning them to their owners
- Maintaining and publicizing instructions for the tree shield specifications
- Time commitment: Active work from the start of the Crown Tournament event to the conclusion of the tournament, plus travel time to the event. Possible additional time to assist with list tree transport and maintenance when needed.

## Key requirements include:

- Must be a current SCA member
- Ability to travel to Crown Tournament twice per year (this can be delegated but it is not ideal)
- Attention to detail and good organizational skills

## Additional desirable factors:

- Familiarity with Discord as a communications platform is helpful
- Familiarity with the logistics of tournaments
- Ability to help with list tree maintenance and/or transport
- No voice heralding needed

Troubadour (description forthcoming)

Standard (description forthcoming)

## Regional Deputies

Regional deputies support heralds throughout the kingdom. They provide communication assistance and coordinate resources for the heralds in their region.

### Key elements of the job:

- Supporting all local-group heralds and heralds-at-large within their region
- Facilitating communication throughout the heraldic community
- Assisting with projects (events, demos, classes, etc) within their region
- Time commitment:
  - Variable, likely less than 2 hours per week unless involved in larger projects

### Key requirements include:

- Preference for current SCA members, over 15 years of age
- Reliable and responsive to email, facebook, or discord
- General internet/computer literacy

### Additional desirable factors:

- Existing knowledge of SCA heraldry is useful but not required.
- Familiarity with Discord as a communications platform is helpful.

## Regional Deputies

### **Badger**

#### *Tir Mara*

Ruantallan, Havre de Glaces, L'île de Dragon Dormant, Avenmore, Lyndhaven

### **Blue Talbot**

#### *Northern*

Endewearde, Malagentia, Stonemarche, Panthervale, Northern Outpost, Mountain Freehold, Glenn Linn, Coldwood

### **Golden Rapier**

#### *Central*

Concordia, Anglespur, Coill Tuar, Midland Vale, Nordenhalle, Old Stonebridges, Bergental, Beyond the Mountain, Dragonship Haven, Quintavia, Carolingia, Bridge, Smoking Rocks

### **Golden Lyre**

#### *Southwestern*

Bhakail, Caer Adamant, Blak Rose, Montevale, Owlsherst, Buckland Cross, Eisental, Hartshorn-dale, Caer Adamant

### **Terpsichore**

#### *Southern*

Ostgardr, An Dubhaigeainn, Barren Sands, Carillion, Iron Bog, Rusted Woodlands, Settmour Swamp