

EDITOR

CORE RESPONSIBILITY:

An Editor is responsible for the quality, craft and effectiveness of the content that they publish to social media channels.

KEY DUTIES:

An Editor is responsible for the quality, craft and effectiveness of the content that they publish to social media channels. The Editorial Team is organized into three groups that are (loosely) dedicated to Business Units (Talent, Brands, Entertainment & Sport) under the guidance of an Editorial Manager. An Editor should;

- Craft consistently impactful social media content, using their knowledge both of client and audience, their copywriting skills, photography, and graphics packages such as Photoshop. The communications that they produce should be world class, and answer any given creative brief.
- Liaise with the broader Creative Team (esp. designers) where content requires additional skill and expertise in its execution.
- Communicate content ideas to clients in a way that they find compelling.
- Help develop editorial calendars, corporate presentations and proposals that present publishing strategies in a clear articulate manner.
- An Editor should be able to complete the majority of their workload with little supervision from senior colleagues.
- Record hours spent servicing each client in a timely manner.
- Actively contribute to brainstorming, especially with regards to the editorial and tactical execution of ideas.
- Be able to justify to colleagues why they chose a particular tone, treatment or subject choice in order to answer a particular brief.
- Actively contribute to team meetings and other Editorial Team initiatives. Play a team role in elevating our reputation (both internally and externally) as an 'editorial powerhouse' - advocates of anything and everything that's creatively inspiring!

KEY CANDIDATE REQUIREMENTS:

Editors play an important role within the Editorial Team. The ideal candidate will have;

- A minimum of 1 year's experience as a Junior Editor or Editor (or similar) within the creative/publishing industries.
- A working knowledge of Photoshop (Elements), and Keynote. Experience with other creative tools would be beneficial but not essential.
- A demonstrable passion for creative writing and an education/background that involved creative expression.
- A thorough understanding of (and appreciation for) social media, and the main features, benefits and limitations of all of the major social platforms.
- Excellent English language/writing skills, which enable the individual to communicate concepts clearly to team members and write sharp, grammatically-correct copy without spelling errors.
- Experience of working on projects involving consumer brands, celebrities and/or entertainment properties, and an understanding of working within the brand and style guidelines for those specific audiences.
- Excellent time management skills and experience working to tight deadlines in a fast-paced environment.
- An energetic team player, with a can-do attitude and a positive personality.