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# Example of Assistant Editor Job Description

Our growing company is looking for an assistant editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant editor

* Ensure all elements are properly labeled
* Communicate with the production coordinators any issues that may arise with elements [hard dive power supply, hard drive failure..]
* Create Master List Scan, Conversion, Trim, Ingest, and Sync EDLs
* Transcode, trim, and import sources files based off client AVB(s)/EDL(s)/AAF(s)/XML(s)
* Ensure all project settings are set to the defined department standard
* Flag and contact night coordinator on any shots that do not line up to the reference
* Flag and contact night coordinator on any shots that are not delivered in the correct color space
* Update production coordinators on any prep issues
* Sends invitations and author guidelines to Editors-in-Chief, Section Editors, and Authors
* Maintain and update information for the publisher’s database and web site

## Qualifications for assistant editor

* Prior copyediting and proofreading experience strongly preferred
* General office activities – walking, standing, sitting, finger manipulation, bending, lifting, talking, listening and
* Strong social media presence and understanding of millennial based social platforms
* Knowledge of trending topics in the news, what stories would work for our platform and what would not
* Proven ability to work well under pressure, complete tasks efficiently and handle tight deadlines
* An uncanny knack for assessing copy quickly and identifying core narrative threads, and a remarkable talent for editing thoroughly while preserving a writer's voice