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# Example of Copy Job Description

Our company is looking for a copy. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for copy

* Direct, write, and edit original copy for print, digital, and video communications
* Collaborate with the Creative Strategy and Ideation teams to conceptualize ideas and coordinate with the Activation and The Foundry editorial teams to execute programs that are sold through
* Think creatively and strategically to conceptualize and execute custom advertising solutions for advertisers
* Develops and maintains style guides to align with brand standards
* Communicates with the corporate legal team as the legal liaison to facilitate legal approvals for copy, taglines, logos
* Reviews market research and available internal reports to keep up to date on category sales, target demographics, and marketing trends
* Input Wide Orbit or other traffic software to manage deals
* Liaise with Ad Layout, Prepress, Pagination and Press departments to ensure timely and error-free production of products from ad placement to typesetting
* Be available to work weekends and other additional hours as special events, vacation schedules, meetings, and trainings require
* Produce effective, creative, innovative copy for a variety of marketing assets, including newsletters, website assets, contests and sweepstakes, ads, and more

## Qualifications for copy

* Knowledge of broadcast television processes and terminology is preferred, but candidates with exceptional attitude and experiences considered to be equivalent or sufficient may be considered on an entry level
* Demonstrable knowledge of copy in relation to art, design, graphics and typography
* Ability to blend strategic thinking with tactical execution
* Experience with FileMakerPro or other copy database systems a major plus
* Bachelor’s Degree or advanced degree in Journalism or other related areas from an accredited with an emphasis on writing
* Detail oriented and meticulous proofreader of your work and other colleagues