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# Example of Editorial Manager Job Description

Our company is looking to fill the role of editorial manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for editorial manager

* Oversee the preparation and Reversioning for Customisation and repackages of DNE programming prior to air
* Drive the ‘Look ahead’ re-voices workflow, and ensure assessment of titles and execution is clear
* You will be asked to plan ahead and identify/evaluate 3rd party acquisitions and DCI content for customisation/ repackaging and compile editorial and budget proposals, and liaise with the production manager on schedules
* Review programmes to assess editorial needs and ensuring programmes are edited in line with current Ofcom regulations, internal editorial, technical and cultural sensitivity guidelines
* Suggest the best and most time and cost efficient approach, addressing any content or compliance issues through scripting, re-voicing or repackaging
* This role will be hands on ensuring the best editorial direction is given to Producers, editors or external Production companies
* Working across proposals, to execution and completion, ensuring that a project meets deadlines and complies with Discovery’s practices
* Working with Reversioning managers and senior producers you will help ensure the right Producer resources and individuals are allocated to projects
* Deliver an editorial training programme for the all levels in the team, and channel or region specific guidelines
* Work closely with programming, channels teams and stakeholders on opportunities and initiatives for those regions and enabling sharing across DNI

## Qualifications for editorial manager

* Minimum of 3-5 years of experience in a directly related role
* Familiarity with performance attribution reports
* Knowledge of the asset management industry, in particular marketing and operational structures and processes
* Clear and proactive communicator with a collaborative spirit
* Evidence of strong organizational and problem-solving skills
* Evidence of strong sense of responsibility and attention to detail