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# Example of Editorial Job Description

Our growing company is searching for experienced candidates for the position of editorial. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for editorial

* Ensuring internal systems are correctly updated and maintained
* Arrange and manage travel schedules and expenditures to ensure editorial projects are completed on time and in line with budgets
* Liaise with contributing editors and freelance writers at all stages of their assignments to ensure timely submission of copy and to keep the production process running smoothly
* Assist with facilitating the production schedule for each issue, proofreading and circulating copy as required
* Assist with general office management tasks
* Perform text and photo research as necessary
* Take notes at editorial planning meetings, compile the pitch packet, draft emails and memos, plan office events, greet guests, setup and disperse meeting materials
* Book travel for freelance writers and new candidates
* Work on writing and editing assignments as required and as opportunities arise
* To work with the Operations Manager in refining regular reports where appropriate

## Qualifications for editorial

* Degree in Publishing, English or Writing, strongly preferred
* Must have participated in leadership activities
* Previous work or internship experience in an office setting preferred
* Must have excellent written and verbal communication skills (email, phone, social media, etc) Must write clearly, tactfully, and effectively
* Must display character and integrity, and project positive energy and enthusiasm
* Strong ability to develop workable action plans and meet deadlines