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# Example of Editorial Job Description

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

## Responsibilities for editorial

* Partner with Store Ops and training teams to empower associates to have informed, inspiring conversations with customers
* Collaborate with cross-functional teams to concept new ways of bringing west elm’s messages and stories to life via video, online, catalog, mobile and social platforms
* Concept and execute special projects and new brand concepts
* Collaborate with legal department on approvals for product names, taglines and trademark applications
* Oversee and update editorial style guides for US and international copy
* Evaluate manuscripts and query letters
* Monitor and coordinate with Production the publishing schedule
* Return rejected manuscripts
* Monitor the manufacturing schedule
* Researches and identifies pop culture trends and popular social media or web presences for potential translation to book platform

## Qualifications for editorial

* Must be currently enrolled in college
* Interest in the online editorial field
* The ideal candidate will have a combination of traditional publishing experience with experience at a self-publishing or fan-fiction platform
* Solid editorial skills a must
* Affinity for commercial fiction and nonfiction
* Interest in multimedia and popular culture for children and tweens