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# Example of Manager, Editorial Job Description

Our innovative and growing company is looking for a manager, 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 manager, editorial

* Working alongside the Reversioning Production Management team, and the Reversioning Managers, you will help make talent suggestions and negotiations on rates and schedules, ensuring maximum value from the voice over, facilities and customisation budgets
* May prepare project reports for management, clients, or others
* Trafficking copy, production and proofreading projects within the copy team
* Managing and tracking copy projects while partnering closely with the copy chief, creative director and creative/production managers to ensure strategic alignment
* Developing and maintaining the editorial calendar and ensuring work is delivered on time
* Schedule/assign resources to maintain a balanced workload
* Reviewing and revising content created by writers to maintain consistency with communications standards and style guides, and corporate goals for simplified member communications
* Motivating, leading and managing a team of Editorial Rights Assistants located globally
* Implementing new policies and processes for rights acquisition
* Managing workflows for tracking and storing rights documents

## Qualifications for manager, editorial

* Series 7 and 66 licenses or willingness to earn qualifications upon hire
* Evidence of strategic thinking ability
* College degree with 4+ years of work experience
* Ability to manage high volume of projects and meet deadlines
* Knowledge of Creative development process helpful
* Knowledge of TV and video production process helpful