

# Example of Copy Editor Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of copy editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for copy editor

- Consulting with the Editorial Director to maintain and update a style guide based on and adapted from AP Style, food-and-drink-specific in-house style to be used throughout the site
- Preview graphics, video and sound elements to ensure fairness, accuracy and context
- Serve as leader and hub of communication and guidance for show teams
- Ensure style and factual continuity and consistency through shows
- Edit scripts for air
- Edit newsletters, blogs, copy for show pages and other digital extensions
- Leads the development and execution of messaging designed to maintain brand image, support initiatives, and increase sales and profits for the Eastbay brand
- Proofs and approves all web and print copy associated with Eastbay, ensuring all copy is grammatically correct and meets brand standards
- Assigns projects to the team, matching workloads to individual strengths when possible and adjusting workloads to account for production peaks and troughs as needed
- Leads development and evolution of the brand voice and coordinates with internal and external partners to reach consensus

## Qualifications for copy editor

- Experience working in a news organization

- Must be able to travel and work flexible hours, including nights, weekends, holidays and at times on short notice
- Highly organized with excellent prioritization and time-management skills
- Self-starter with focus on process improvement
- Proven track record of high-level editing capabilities strong organizational skills