

Example of Copy Editor Job Description

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Our growing company is hiring for a copy editor. 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 copy editor

- To edit evergreen web pages, blog posts, news articles and social media posts for of our branded, lead-generating websites
- To curate content and ensure an efficient process for getting that content onto of our websites
- Works as a member of the Design Studio team to produce newspapers and other print products
- Creates and/or produces cut-out images and moderately complex graphs, maps, charts, information graphics
- Draws together multiple elements including stories, photos, graphics, illustrations, logos, information boxes, into a cohesive, compelling presentation of the article
- Uses content tone to determine the size, style and arrangement and designs pages based upon space and aesthetic design concepts
- Applies copy editing skills
- References to public bodies, legislation, processes, locations and dates often require checking for accuracy
- Provides copy-editing support for game text, scripts, manuals, packaging, web and mobile content, and other materials
- Collaborates with localization writers and editors to edit in-game text, manual and package copy, game summaries, and other materials as needed

Qualifications for copy editor

- Work on premises in a fast-paced production environment which requires short turnarounds and work that can be subject to late changes
- Ability to work some extra hours when deadlines need to be met
- Must have a firm understanding of Microsoft Word and Adobe Acrobat and be comfortable editing in print, on screen and via PDF
- Bachelors' degree in graphic design and/or journalism required or comparable experience
- Minimum of five years' experience with graphics and page design on a daily newspaper designing features pages using graphics, photos and photo illustration required
- 5 years fulltime writer in broadcast news, major market, including at least 2 years in CNN newsgroup newsrooms