



Example of Editorial Manager Job Description

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Our innovative and growing company is hiring for an editorial manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for editorial manager

- Participate in planning assigned projects
- Develop and implement overall strategy and execution for BR online merchandise email & site experience to meet business objectives, providing a seamless cross-channel experience that delivers innovation and builds the brand
- Work proactively with merchandising and marketing teams to identify strong product storytelling opportunities
- Maintain & monitor test plan for merchandise emails
- Meet with global team seasonally to align on seasonal email stories and nuances for market
- Implement and fine-tune Project Management procedures and processes implement effective production cycle planning
- Plan and facilitate program launch meetings and bi-weekly status meetings, manage program component list, and provide weekly project status reports to the project team
- Oversee and supervise external freelance proofreaders for print and digital products
- Delegate and review projects and ensure that deliverables are completed within required timeframes
- Resolve/ troubleshoot PM issues

Qualifications for editorial manager

- Good communication skills at all levels of the business, and ability to manage relationships across the department and company
- Able to lead and manage multiple projects, remaining mindful of scheduling deadlines
- Adept at reviewing processes and timelines around post production, helping to maximise facility time and deliver operational savings
- Great knowledge of TV trends, and the ideas, presenters or actors that can help content cut through on channels
- Experience of licensing and repacking archive content for repackaged programmes