



## Example of Editorial Job Description

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

Our company is looking for an 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 editorial

- Generates ideas for original book projects, contributes to regular brainstorming conversations and meetings, and assists in book proposal development
- Provides administrative support including logging submissions, preparing correspondence and forms, photocopying, booking meetings, data entry, managing various requests for materials
- Provides editorial support, including processing incoming and outgoing submissions, evaluating suitability of submissions for the MIRA program, specifically in the areas of book club fiction and literary fiction, providing first reads on author manuscripts, preparing draft revision letters, trafficking manuscripts through production, assisting with reprint refreshes, preparing Art Fact Sheets, back cover copy and line edits as assigned
- Contributes to departmental meetings
- Miscellaneous publishing responsibilities, which may include blog post writing, social media, and research projects
- Develop and hone the Clinique editorial tone of voice, point of view and editorial channels
- Develop a solid editorial calendar that ties to all Clinique launches and platforms in a consistent 360 approach
- Develop and drive west elm's approachable, knowledgeable, fun and inspiring brand voice
- Strategize and concept unified campaigns across catalog, online, store and

- Coach a team of copywriters and product information specialists to maintain integrity of voice and tone across channels

## **Qualifications for editorial**

- Demonstrates ability to identify, analyze and solve problems
- Must be able to distinguish between crucial and trivial priorities
- Devotes time to strategic areas of importance, and gives prompt attention to urgent tasks
- Drive for career advancement and personal success preferred
- A great writer, looking to cultivate his tone, voice, and comedic writing skills
- A strong interest in and knowledge of WIRED and editorial