



# Example of Features Editor Job Description

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Our innovative and growing company is looking for a features editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for features editor

- Collaborate with art and photo for the best visual treatment and packaging, including graphics and sidebars
- Keep the magazine's standards for award-winning narratives and service journalism high with well-executed, high-impact stories that get attention
- Recruit top new talent into the magazine's stable of freelance writers
- On occasion may write stories
- On occasion may edit non-feature content, such as department items
- Master the Coastal Living voice
- Commission, edit and oversee feature stories and packages in print and online
- Work collaboratively with staff writers, designers and photo editors – while on deadline
- Manage how print features and packages live in digital, social, and mobile platforms
- Assign articles and slideshows to in-house writers outside freelancers

## Qualifications for features editor

- Good contacts with the best writers in Chicago and beyond
- Ability to create, manage, and meet deadlines
- Ability to work well with writers, art staff, and other editors
- Excellent writing and content- and line-editing skills
- Ability to anticipate problems and come up with alternatives if a story is not working

