



Example of Features Editor Job Description

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Our innovative and growing company is looking for a features 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 features editor

- Report and write an occasional article for the features pages
- Select the daily lineup of opinion stories
- Commission, edit and prepare for publication the op-ed articles and columns
- Review and make timely decisions on op-ed submissions sent to the newspaper
- Maintain relationships with regular contributors and develop relationships with new contributors
- Commission timely op-eds from staff and outside contributors, especially those that advance the principles for which the editorial page stands
- Supervise and mentor the staff of the opinion pages/
- Oversee the administration of the department, including payments to contributors
- Oversee the daily production of the opinion pages, including social media
- Plan, develop, edit and publish outstanding journalistic content for Nature in digital and print media, focusing on in-depth and long-form stories, but including news and other content as necessary

Qualifications for features editor

- Work with sub-editing, art and production teams to ensure timely delivery of content
- Work with multimedia teams to support development of content
- Work collegially, diplomatically and effectively with the Chief Magazine

- Write compelling headlines, captions and other accompanying text
- Liaise with senior editors including Nature's Chief Opinion Editor, Chief Careers Editor, leaders of Nature's research sections and other team members to help joined up planning and content generation across Nature, and response to world-events
- Champion and support digital-first publishing