

Example of Senior Editor Job Description

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Our company is growing rapidly and is looking for a senior 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 senior editor

- Execute "macro" edits as assigned
- May work with authors and agents to secure permissions and releases and to obtain approval for content
- The position may serve as an internal editorial managing editor on proprietary titles as directed by Supervisor
- Act as a senior figure when incidents arise to investigate and report back to other stakeholders, take corrective action and create incident reports
- To help in the planning and execution of the publishing program in keeping with the market trends
- To maintain cordial and good working relations with various authors, reviewers, in-house teams and freelancers
- Liaise with the author(s) and editor(s) in response to feedback from reviewers and partner with the publishing product manager in reviewing the competition for improving the quality of each manuscript with a distinct competitive advantage over other publishers' books
- To support the publishing product manager in visualizing and delivering the final product working closely with the Design, Production and Manufacturing departments
- To ensure, in consultation with the publishing product manager that backlist titles are kept up-to-date and are managed effectively so that they provide maximum profit
- May need to undertake official travel to support the sales and marketing

Qualifications for senior editor

- A great idea generator who won't shy away from getting big gets
- Published clips demonstrating the ability to weave a compelling, literary story that evokes a strong sense of place and captures the essence of an experience
- Shows initiative the ability to work as part of a team
- We're searching for a Video Editor whose work reflects masterful editing of intense, high-action scenes that demonstrate superb capture of battle, and adventure gameplay
- You should possess deep knowledge of Adobe Premiere and demonstrate solid knowledge of Creative Suite, with After Effects expertise strongly preferred
- You must be technically inclined and a strong trouble shooter