



Example of Sub Editor Job Description

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Our company is growing rapidly and is looking to fill the role of sub editor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for sub editor

- Write imaginative heads, sells and captions, fit page layouts and proof read to a high standard
- Assist in the production process to ensure that production schedules are met at all times
- Assist in maintaining creative, technical and legal standards within the magazine and any associated material
- Liaise with internal departments as appropriate, including Production, Offers, Advertising, Marketing and Subscriptions
- Write imaginative content for Homes & Gardens online properties
- Work with the Global Chief Product Sub Editor to coordinate the subbing team's daily output across all Group brands
- Checking weekly product credits, click-through functionality and navigation for the platform
- Checking mobile site
- Proofreading copy details, checking accuracy of copy against images grammar, spelling
- Sub wine content online

Qualifications for sub editor

- A good communicator who can work well in a busy team
- Solid experience as a chief sub editor or an ambitious deputy chief sub editor
- Some experience of CMS systems would be beneficial

- Proof reading to the highest standard of accuracy