



Example of Sub Editor Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of sub 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 sub editor

- Support the menswear and womenswear Senior Sub Editors by subbing (and occasionally writing) copy for Content, Marketing, Commercial, Social, CRM and PR teams
- Sub-edit product copy in the content management system, working to tight deadlines to ensure all descriptions are well-written in a concise, accurate and informative manner, showcasing all relevant key details
- Check accuracy of copy against images, buy notes and Size and Fit notes, checking grammar, spelling
- Help maintain THEOUTNET.COM Style Guides
- Support Deputy Editors in writer feedback sessions
- You have seen how Instagram, Pinterest and Twitter have revolutionized the way in which content is discovered by creating new content formats, followed by discovery platforms around the same
- Search for news, videos and interesting stories from around the world, keeping in mind the content format and the users of the app
- Come up with new concepts for the content format
- Creating a tagline for the story, keeping in mind the content format
- Contribute to the strategy of Global Production, input to individual markets

Qualifications for sub editor

- A team player who will enjoy working in a large team
- Manage the on-screen sub editing for the region, complying with the

- Handle text, tables and charts within a custom-built template
- Must have strong communication skills and proven ability to work well within a large team
- The enthusiasm and flexibility to embrace working in a fast-paced digital environment