

## **Copy Editor Responsibilities**

*Include:*

- Proof most published work, with a focus on pieces for print.
- Ensure all text meets the style guide

### **Job Brief:**

We are looking for a copy editor with a strong attention to detail. They must also know how to write and edit work, ensuring that the copy is readable and logically structured. The copy editor also needs to be aware of certain legal infringements, to ensure compliance and accuracy.

### **Responsibilities:**

- Coordinate online or print content in line with our publishing cycle and manage content areas
- Keep publication standards according to our core competencies
- Proofread, edit, and improve stories or pieces
- Comply with media law and ethical guidelines
- Attend and hold weekly content strategy meetings
- Meet deadlines

### **Requirements:**

- Strong writing/editing/proofreading skills
- Experience with MS Office Suite
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritization and multitasking skills
- Previous editorial experience *preferred*
- Team worker
- Have 3-6 hours per week to dedicate to *Vista*