**Chief sub editor job description**

**Job brief**

We are looking for an enthusiastic Chief sub editor to join our team and We have a brilliant opportunity for a Chief Sub & Copy Writer to join the evolving Editorial team. Reporting into the Editor, you will be instrumental in the workflow through editorial and work across all aspects of Matchesfashion.com and Matches printed publications.

**Responsibilities**

a. The Deputy Editor-in-Chief assumes the role of Editor-in-Chief in their absence.

b. The Deputy Editor-in-Chief may assist the Editor-in-Chief and other section editors in editing articles for style and length and ensuring that the newspaper has a consistent style.

c. The Deputy Editor-in-Chief may be required to lay-up parts of bath impact which do not have designated section editors on behalf of the Editor- in-Chief.

d. The Deputy Editor-in-Chief will assist the Editor in-Chief in dealing with organisational, administrative or disciplinary issues with members.

e. The Deputy Editor is responsible for the overall aesthetic of the newspaper.

f. The Deputy Editor is responsible for coordinating the sub-editors and the subediting process on the day of production.

**Requirements**

* a love of writing, words and the use of language
* sound knowledge of grammar, punctuation and spelling
* an excellent eye for detail
* to work quickly yet accurately to meet deadlines in a fast-paced environment
* tact and diplomacy when explaining to Writers why you've made certain changes
* knowledge of layout and design issues, media law and copyright
* ICT literacy, including skills desktop publishing
* Sub-editors who work on websites might need knowledge of web design software and content management systems. You need writing skills and creativity for rewriting and producing things like headlines, photo captions and copy standfirsts (brief introductions to articles).