**Editor job description**

**Job brief**

Editorial, writing and managerial responsibility for the monthly newsletter, the non-technical content of the Journal, the conference newspaper, and other member publications as assigned. Generates article ideas. Researches and coordinates content ideas with the Editor-in-Chief of the Journal. Provides editorial quality control for the member publications. Supervises the Production Editor and Editorial Assistant. Other duties as assigned.

**Responsibilities**

1) Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

2) Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.

3) Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles.

4) Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.

5) Verify facts, dates, and statistics, using standard reference sources.

6) Review and approve proofs submitted by composing room prior to publication production.

7) Develop story or content ideas, considering reader or audience appeal.

8) Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

9) Confer with management and editorial staff members regarding placement and emphasis of developing news stories.

10) Assign topics, events and stories to individual writers or reporters for coverage.

11) Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication.

12) Monitor news-gathering operations to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, wire services, and other reporters.

13) Meet frequently with artists, typesetters, layout personnel, marketing directors, and production managers to discuss projects and resolve problems.

14) Supervise and coordinate work of reporters and other editors.

15) Make manuscript acceptance or revision recommendations to the publisher.

16) Select local, state, national, and international news items received from wire services, based on assessment of items' significance and interest value.

17) Interview and hire writers and reporters or negotiate contracts, royalties, and payments for authors or freelancers.

18) Direct the policies and departments of newspapers, magazines and other publishing establishments.

19) Arrange for copyright permissions.

20) Read material to determine index items and arrange them alphabetically or topically, indicating page or chapter location

**Requirements**

* Education, qualifications and other requirements
* Fluent written and spoken English
* Editing, proof reading and copy amendment
* Working to schedules
* Interface with freelance contractors
* Copy writing
* Intermediate Word, including Tracking Changes
* Basic Excel
* Excellent communication
* Understanding of Christian publishing market