**Editor Job Description**

Role: Editor of the Margate Mercury

Working on behalf of Margate Mercury Ltd (Directors Clare Freeman and Jen Brammer)

**Main Duties** **Success indicator/s**

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| Organise and lead editorial meetings for each issue. | Meetings scheduled and held for each issue, with section editors in attendance according to availability. |
| Manage and co-ordinate the work of editorial staff to ensure effective and timely delivery of content. | Schedule of work and deadlines is in place, used by relevant staff and supports adherence to deadlines. |
| Consider verbal and written pitches and select suitable feature ideas for each issue, ensuring varied and consistently high-quality content. | Magazine includes features covering a variety of subject matter.  Feedback from readers and advertisers is positive. |
| Working with the Ad Director, produce a flat plan and budget tracker for each issue. | Flat plan and budget tracker completed for each issue. |
| Assist with identification of potential advertisers. | Potential advertising leads shared during planning stages for every issue. |
| Commission and oversee commissioning of section editors, suitable freelance writers, photographers and illustrators. Proof and quality assure all submissions. | A range of contributors are commissioned, and the quality of copy and images is maintained. |
| Extend the pool of contributors to the magazine. Add to the contributor database where feasible/consent given by contributor. | There is variety in the magazine’s contributor list.  Where possible, new and previously commissioned contributors are used. |
| Commission for each issue within budget set by Publishers. | All issues delivered on budget. |
| Set appropriate and agreed deadlines and ensure they are met in relation to submission of copy and images for each issue. | Copy and images are submitted on time, and the print deadline is met. |
| Ensure invoices are submitted to one of the Directors for payment by set deadline. | All invoices from contributors are collected and submitted to one of the Directors for payment by set date. |
| Alongside the Ad Director, organise and attend a launch party for each issue. | Launch party organised, publicised, held and well-attended. |
| Check email communication regularly and respond promptly. | Emails answered consistently and in a timely manner. |
| Advocate for and act as the public face of the publication.  Build and maintain positive relationships across the community/ town. | Editor is invited to events and actively seeks out events to attend.  Editor and magazine have positive feedback / reputation. (e.g. email feedback / social media) etc. |
| Ensure there is provision of content for social media platforms – either from the Editor or from section editors. | Attend at least one event per week, with images and relevant information provided to HQ for social media. |
| Ensure delivery of the monthly online newsletter by the 1st of every month. | Newsletters sent out by deadline. |

**Person specification**

The editor should ideally meet the below selection criteria. In your covering letter, please explain your reason for applying, what you would bring to the role and how you would address any gaps in your skillset if appointed (one side of A4 maximum).

E = essential D = desirable

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|  |  | E/D |
| Knowledge & experience | Editorial, writing and proofreading experience, preferably for a local publication. | E |
|  | Experience of leading and managing teams and individuals, including freelancers. | E |
|  | Proficient in using Google Drive, Word, Excel and Gmail. | E |
|  | Experience of budget management. | D |
|  | Experience of organising events. | D |
| Skills & working practice | Able to demonstrate initiative and work independently, and also contribute to the wider Brightside Publishing team. | E |
|  | Strong organisational and time management skills, and the ability to work to strict deadlines. | E |
|  | Having a meticulous eye for detail and consistent in maintaining the highest of editorial standards. | E |
|  | Able to build effective relationships with contributors to the magazine, to motivate and get the best from them. | D |
|  | Able to listen with empathy and resolve issues and complaints, balancing conflicting interests and demands. | D |
| Personal qualities | Outgoing and personable, enjoy meeting people and developing relationships across the town/s. | E |
|  | Excellent communication skills and a team player. | E |
|  | Curious, creative, innovative and passionate about storytelling. | D |
|  | Resilient, reliable, flexible and having a good sense of humour. | D |
|  | Honest, reflective and open to receiving and acting on feedback. | D |

If you have any questions about the role please contact Clare on [clare@margatemercury.com](mailto:clare@margatemercury.com) or Jen on [jen@margatemercury.com](mailto:jen@margatemercury.com).