Future

Operations Editor – Film Group

Bath/London
Permanent

Job Summary

Reporting to the Editor, the Operations Editor is responsible for running the magazine by organising workflow around the team and contributors; sub-editing copy to house style; fitting InDesign pages/preparing digital edition pages ready for the Editor's sign-off; championing accuracy and appropriateness of all editorial copy and ensuring that all deadlines are met.

You must also respond to reasonable requests from the Editor to help create any of Total Film's output, including its magazines, supplements, tablet editions, digital properties, content marketing requirements and event collateral.

The job requires attention to detail, good organisation skills, a calm approach and self-discipline.

Key role responsibilities

- Sub-editing incoming copy to the given criteria including: adherence to house style/tone, word count, grammatical accuracy, legal accuracy, spelling, complying with other details in Editors' commissions.
- Fitting InDesign pages with all the above criteria, adding or amending captions, standfirsts, headers, etc, where necessary and ensuring page numbers, folios and other page furniture are correct.
- Preparing digital edition pages, with all the above criteria, adding or amending information where appropriate and checking that interactive features and links work as intended.
- Making Editor's amendments and approving PDF proofs when directed.
- Creating, maintaining and distributing the magazine's house style guide.
- Policing flow of magazine content from Editor's commission to page approval, chasing external contributors and team members where necessary. Setting deadlines and writing commissions when directed.
- Creating flatplan each issue as agreed with the Editor.
- Sub-editing and contributing to all other areas of magazine activity – marketing / subs fliers, covermounted disc, books, supplements, etc, and branded websites if appropriate.
- Recruitment, management, training and development of production staff (where they exist), including running appraisals for all reports – these represent the formal side of management, but it is essential their support is continuous.
- Management of freelance or other temporary sub-editing resources and budget.
- Liaising with other in-house departments (ad sales, marketing, production, etc) and external agencies.
- Ensuring all Rights levels have been correctly entered into Studio and liaising with Licensing over IPR issues.

Reports to: The Editor of Total Film
Works with: The Total Film editorial team
Liaises with: Other departments as necessary

Essential skills and experience

- Experience as a Production Editor on a monthly consumer magazine.
- Exceptional standards of spelling, grammar and punctuation.
- Excellent accuracy and attention to detail.
- Organisation and time-management skills.
- Effective communication and teamwork skills.
- Ability to use InDesign, Microsoft Word, and Excel.

- Good knowledge of Magazine Publishing Law.
- Self-motivation, responsibility, and enthusiasm.

Desirable skills and experience

- NCTJ qualification
- An interest in Film