

Editorial Assistant Position

The Growler Magazine is going monthly! This means more content, more coverage, and most importantly—more team members.

The magazine publishes original content across a wide range of topics that appeal to those with an appreciation for the craftier side of life, including food, travel, the sporting life, music, arts, and of course our favorite fermented beverages. The print publication started in June of 2012 as a bi-monthly magazine distributed free in the Twin Cities and has since grown into a monthly magazine stretching across the state of Minnesota, with satellite distribution in Wisconsin and Iowa.

We are currently looking to hire an **Editorial Assistant**. This self-motivated and enthusiastic person will assist the senior editorial staff in all administration of the commissioning, planning, and production for the print magazine and online on growlermag.com.

This full-time position is perfect for an individual seeking to enter the field of publishing and who thrives in a collaborative and close-knit team environment and is excited about taking this small business to the next level. The editorial assistant answers directly to the managing editor.

Job Description

In print publishing, your work as an editorial assistant would include:

- Supporting editorial staff in all activities leading to publication, including acting as a personal assistant to commissioning editors and overseeing tasks such as issuing writer's agreements and fulfilling contacts
- Collaborating with other in-house teams, writers, photographers, printers, designers and production staff to negotiate and monitor timescales for stages in our editorial calendar
- Acting as a point of contact for freelance writers including outgoing commissioned work and incoming article pitches
- Obtaining rights to use materials from other publications
- Using computers for word processing, desktop publishing, and email
- Dealing with phone and email queries, e.g. from writers and the public
- Filing, photocopying and other routine administrative tasks.
- Keeping databases, spreadsheets, and other records up to date
- Proofing and sometimes copy-editing documents
- Setting up interviews
- Working with digital images and page layout software
- Supporting editing decisions
- Managing the print events calendar

In online publishing your duties will include:

- Proofing and editing online text including social media
- Managing the online events calendar
- Compiling newsletters using web design software sending out newsletters using distribution software
- Uploading text and images to a website using a content management system.

Required Skills

- Excellent research and writing skills including
 - Ability to write in a clear, concise, and engaging way for the target audience
 - Excellent understanding of English grammar, punctuation, and spelling
- Experience in word processing and spreadsheet programs
- Experience with Adobe Creative Suite: Photoshop, Illustrator, InDesign
- Degree in English, Journalism, Communications, or related field or experiential equivalent
- Creative skills to find interesting ways of presenting information
- A high level of accuracy and attention to detail, for example for proofreading
- Good organizational skills
- Team working skills
- An understanding of legal issues, such as copyright, privacy, and website accessibility
- Ability to prioritize tasks and meet deadlines
- An understanding of online writing issues, such as house style and content structure

Preferred Skills

- Knowledge and basic proficiency in HTML code writing, editing
- Knowledge and basic proficiency in Wordpress publishing
- Experience in video and audio editing

Compensation: Salary and benefits negotiable based on experience and qualifications

To apply: Send a resume and cover letter to jobs@growlermag.com with the email subject line "Editorial Assistant Application"