

Mid-Level Sub-Editor

Remuneration:	negotiable basic salary
Location:	Cape Town, Parklands
Education level:	Degree
Job level:	Mid/Senior
Own transport required:	Yes
Type:	Permanent
Reference:	#Mid-Level Sub Editor
Company:	Media Xpose

Role brief:

As a sub-editor, you will play a crucial role in ensuring the quality and accuracy of content across various media platforms. You will be responsible for reviewing, editing, and proofreading written materials to ensure they meet the standards of clarity, grammar, style, and factual accuracy set by the publication or organisation.

Responsibilities

1. Editing and proofreading:

- Review written content for clarity, grammar, punctuation, spelling, and adherence to style guidelines.

2. Fact-checking:

- Verify factual accuracy and consistency of information presented in articles for print and online platforms, ensuring that sources are properly credited.

3. Style adherence:

- Ensure consistency in tone, style, and formatting throughout the publication, adhering to established style guides.

4. Headline and caption writing:

- Craft engaging headlines, subheadings, and captions that accurately reflect the content and grab the reader's attention.

5. Collaboration:

- Work closely with writers, designers, and editorial team members to improve the overall quality of content and maintain editorial standards.

6. Project management:

- Manage multiple projects simultaneously while adhering to strict deadlines and maintaining high-quality standards.

7. Content enhancement:

- Provide constructive feedback to writers to improve the clarity, coherence, and overall impact of their work.

8. Adaptability:

- Illustrate high levels of agility regarding editing approach and style to suit different types of content and target audiences, including print, online, and multimedia platforms.

9. Quality control:

- Conduct final reviews of content before publication to ensure accuracy, completeness, and compliance with editorial policies.

10. Stay updated:

- Keep abreast of industry trends, developments, and best practices in editing, journalism, and language usage.

Requirements

- At least five years' experience as a sub-editor.
- A NQF 7 qualification majoring in either Journalism, Communications, Media, or English.
- Desirable: previous experience in the magazine publishing field
- Must be able to work in InDesign to do text changes.
- Working knowledge of Microsoft Office suite.
- Confident and committed to ensuring deadlines are met.
- Creative – an out-of-the-box thinker.
- Overwrite copy and ability to write if required.
- Strong research skills.
- Works well within a team.
- Able to remain calm and work in high-pressure environments.
- Self-motivated and able to take responsibility.
- Able to build good relationships at all levels both internally and externally.

Required skills

- Relationship building
- Problem-solving abilities
- Time management
- Adaptability
- Resilience
- Results orientation

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