

## **Scriptype Publishing Job Description Editor**

### **About Scriptype Publishing**

Scriptype is a privately owned publishing company located in Richfield, Ohio. We have been in business for over 30 years and specialize in publishing high quality magazines and custom printed products.

Today we publish monthly magazines in nine communities: Brecksville, Broadview Heights, Independence, Sagamore Hills, Richfield, Hinckley, Bath, Hudson and Twinsburg. Each magazine is published specifically for the community that it serves. Content is local in nature and is focused on people, businesses and events of interest. The magazines are mailed free of charge to every home and business in each community. People read them!

### **Position Description**

Each magazine has an editor responsible for identifying story topics, assigning articles, ensuring completion of articles, writing articles and editing content. The editor also prioritizes articles, takes pictures, writes captions, and provides feedback to writers.

#### **Responsibilities:**

- Ensure interesting, accurate and attractive magazine content
- Grow and/or maintain community presence
- Work with management team to plan and achieve company goals

#### **Tasks:**

- Edit multiple magazines
  - ⇒ Identify story topics
  - ⇒ Assign articles
  - ⇒ Ensure completion of articles
  - ⇒ Write articles
  - ⇒ Edit content
  - ⇒ Take pictures
  - ⇒ Write captions
- Work with writers to improve their skills and performance as appropriate
- Assist with magazine layout
- Interact with public to generate story ideas and improve content
- Attend community events as appropriate
- Assist with other publishing responsibilities

Experience Needed:

- Recent community journalism experience, preferably 2+ years writing and 2+ years editing
- Familiarity with Word, Excel and InDesign
- Familiarity with one or more ScripType communities
- Familiarity with local government activities

Skills & Competencies Needed:

- Knowledge of AP Style
- Ability to edit and write quickly and concisely
- Ability to work with others
- Willingness to take direction
- Ability to work to a deadline
- Willingness to ask tough questions and report on difficult topics

Schedule:

- Full-time
- M-F, 8-5
- Office in Richfield

Compensation:

- \$25,000 - \$40,000
- Opportunity for advancement

Send resume and cover letter to [resume@scriptype.com](mailto:resume@scriptype.com)