



Effective for: 2010

JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES

NAME: TBC
REPORTING TO: Copywriter/Editor
POSITION TITLE: Editor (contract)
DIRECT REPORTS: Nil
DEPARTMENT: Sales & Marketing
LOCATION: Melbourne

POSITION PURPOSE:

The aim of this role is to produce quality copy across Intrepid's 2011 brochures through accurate and consistent editing. This includes the editing of annual trip copy for online and offline publication. Trip copy must reflect the style of trip that is being written about and must adhere to all brochure copy guidelines and restrictions. It is the Editor's responsibility to make sure that no spelling errors, typos or grammatical faux pas slip through the cracks. The Editor will also be responsible for building a good working relationship with the relevant Copywriter to ensure all content is factually correct at time of printing.

QUALIFICATIONS AND EXPERIENCE

Have excellent grammar and command of the written English language
Ability to understand and interpret creative briefs to ensure all copy reflects that brief
Experience in writing for SEO
Experience in Project Management
Superior attention to detail
Ability to solve copywriting issues with word count constraints
Familiarisation with InDesign is an advantage
Written German skills an advantage

OTHER SKILLS AND ATTRIBUTES

A strong team player with good interpersonal skills
A creative and flexible approach
Being able to self-manage and meet deadlines efficiently
Ability to master content management systems quickly
Excellent communication and organisational skills
Ability to work efficiently under pressure while maintaining accuracy
Superior attention to detail
Responsible and reliable
Passion for travel in the Intrepid style
A sense of humour

Annual Operational Accountabilities	Benchmark Measure
Editing of annual Intrepid brochure content	All deadlines met as per annual brochure diary
Editing of Intrepid online trip content	Deadlines for all relevant Intrepid destinations met