

# COUTURE *Living* Magazine

Be Empowered | Be Aware | Be Couture

## General Job Requirements for all Positions in order to maintain Editorial Compliance

- Excellent literary research skills as well as business-related skills.
- Must possess literary, networking, time management and self-discipline skills.
- Should have imagination skills that are creative and a clear, entertaining writing style.
- Ability to develop and maintain good standing relationships with press and media contacts.
- Should possess intermediate web, IT, editing and typing skills.
- Must possess necessary financial skills in order to manage in the current employment market.
- Should be able to relay, accept and understand criticism with objectivity.
- Must possess strong writing skills along with keen attention to details.
- Able to manage time effectively with good judgment and understanding skills and requirements.
- Ability to write with clarity and style.
- Must be a self-starter.
- Must be able to thrive in and operate within a self-managed and deadline-driven environment.
- Ability to work single-handedly for long periods.
- Ability to understand written sentences as well as paragraphs in writing works related documents
- Ability to communicate the ideas and information in speaking.

## Core Job Requirements for Editorial Compliance

### **Associate Editor**

- Associate editor for magazine is responsible for development of print and online articles, white papers, newsletters, blogs, multimedia content, apps, and special projects.
- Help manage editorial pipeline: field incoming requests, and participate in determining the most effective channels for connecting the right content to our audiences.
- Manage the contributors, acquisitions, in-house writers and bloggers.
- Manage the development of specific editorial projects: prioritize, assign and oversee contract editors and writers.
- Act as oversight editor on selected projects, including blogs, white papers, magazine articles, and other projects to assure editorial quality.
- Ensures that Couture Living Magazine publication is full of entertaining, informative and newsworthy articles.
- Generating ideas for features; commissioning work by writers; editing and proofreading; managing writing team; and liaising with artists and photographers.
- Working with Creative Production Editor, appearance and content of feature articles;
- Generating ideas for features with writing team and raising profile of the magazine
- Commissioning articles from freelance and in-house writers; Interviewing features
- Assisting Managing Copy Editor with managing writing team and freelance feature writers;
- Working with Creative Editor overseeing artwork, design and photography for the magazine;
- Organizing meetings with writers and artists to discuss ideas for artwork, layout and features;
- Selecting feature articles for each issue;
- Networking with others at industry events;
- Assisting other team to meet their deadlines.
- Work closely with directors to ensure all goals are being met with organization within Editorial Department