

COUTURE *Living* Magazine

Be Empowered | Be Aware | Be Couture

Job Description Outline

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

Editorial and Media Intern:

- Will assist the Editorial Director, Administrators, and Directors as needed
- Must know happenings and what's going on in current society
- Must have determination and perseverance to push through your own ideas.
- Must have self- belief, be able to withstand criticism and recover from setbacks.
- Ability to learning from mistakes and try things to find what works.
- Contributing to the writing for the news, travel, entertainment and work sections of the magazine
- Assisting in distribution runs, update distribution databases, add new distribution contacts.
- Website: Update content, events and competitions on our website
- Facebook: monitoring and updating the our Facebook site
- Attending events – helping out where required
- Sending out magazine to clients
- Updating databases with key contacts
- Excellent writing and proofreading skills.
- Ability to type 40+ wpm.
- Strong Internet research skills.
- Familiarity with using style guides, preferably Associated Press style.
- Strong interest in current events.
- Ability to meet deadline and work effectively on a team.
- Familiarity with Macs and MS Word, Adobe InDesign and Acrobat desired, but not required