**Effective for: April 2018**

**JOB DESCRIPTION & ACCOUNTABILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **REPORTING TO:** | **Production Manager** |
| **POSITION TITLE:** | Brochure Editor  | DIRECT REPORTS: | **Nil** |
| **DEPARTMENT:** | **MSI** | **LOCATION:** | **Melbourne** |

**About the Intrepid Group**

The Intrepid Group is a collection of five brands and 20 destination management companies united by the vision of changing the way people see the world. For almost 30 years, Intrepid has been taking small groups to travel the local way, on real life experiences that give back to the places and people we visit. We offer around 2000 trips to more than 120 countries and on all seven continents. We cater for all ages, budgets, and appetites for adventure through Adventure Tours Australia, Geckos Adventures, Intrepid Travel, Peregrine Adventures and Urban Adventures. Globally-renowned as a leader in responsible travel, our not-for-profit, the Intrepid Foundation has raised $5m AUD for over 100 local and international charities.

**POSITION PURPOSE:**

The aim of the role of Brochure Editor is to ensure the highest standards of quality, accuracy and consistency are met across the group’s range of brochures and websites. It is the Brochure Editor’s job to oversee the work of the copywriters and ensure all copy adheres to the various brands’ specific tone, brand guidelines, and copy style guide. The Brochure Editor is responsible for ensuring no spelling errors, typos or grammatical faux pas slip through the cracks. You will also be responsible for rewriting/reworking any copy that needs structural editing. Building a good working relationship with product managers and the marketing team is essential in order to ensure all content is factually correct at the time of publication. The role will also require the Brochure Editor to assist the Production Manager in coordinating the proofing process.

### QUALIFICATIONS AND EXPERIENCE

* Have a qualification in and/or a working experience of editing and writing
* Have excellent grammar and command of the written English language
* Have a working knowledge of proofreading and editor mark-ups
* Experience editing others’ work
* Ability to work across multiple, overlapping projects
* Ability to master content management systems quickly
* Proven ability to write within the context of brand guidelines
* Experience in writing/editing for SEO
* Superior attention to detail
* Ability to solve copywriting issues within word-count constraints
* Good organisational skills, able to produce detailed and accurate work to tight deadlines
* Ability to build relationships and liaise across the business

**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
* Experience working in InDesign, especially text elements
* Excellent communication and organisational skills
* Creative and original writer, able to paint a picture and sell an experience
* Responsible and reliable
* Passion for travel in the Intrepid Group style
* A sense of humour

| Operational accountabilities of role | Benchmark measure |
| --- | --- |
| Editing of brochure content (hard copy and digital) to style and brand guidelines, and updating changes into artwork (InDesign). | All deadlines met as per annual brochure schedule. |
| Editing of online trip copy, both hardcopy and in Hybris. | Deadlines for all relevant Intrepid destinations met. |