**Coordinating Editor**

We are looking for a Coordinating Editor is to ensure the highest standards of quality, accuracy and consistency are met across the group’s range of websites and printed collateral. It is the Coordinating Editor’s job to edit and proof the work of the copywriters and ensure all copy adheres to the various brands’ specific tone, brand guidelines, and copy style guide. The role will also require the Coordinating Editor to assist the Production Manager in managing the Product Content production process, ensuring deadlines are met and tasks are allocated. This full-time contract position is based in our Collins Street head office, commencing on 8th April 2018 for a period of 24 weeks.

The Coordinating Editor will primarily spend their days ensuring that copy is produced in-line with the production schedule, as well as editing and proofing copy. The key skills required for this role are:

* Strong copywriting, editing and proofing skills
* Excellent grammar and command of the written English language
* Excellent organisational skills
* Ability to use Content Management Systems
* Experience in writing for SEO
* Excellent communication skills (both written & verbal)
* Excellent eye for detail
* Highly literate, with a sharp wit and sense of humour

For further details of the role, please see the job description.

**NOTE:** To apply you must hold appropriate citizenship or documents permitting you to reside and work in Australia.

**APPLICATION QUESTIONS:**

1. Why are you interested in doing this project? Please describe your relevant work experience to demonstrate your ability to meet the skill set listed above.
2. Choose a trip from our website and provided a tracked-changes version of the edits you would make to improve it.
3. Are you available to work full time for the dates specified?
4. Provide the name and contact details of two referees (at least one being a current or previous manager).