

Effective for: April 2019

JOB DESCRIPTION & ACCOUNTABILITIES

NAME:		REPORTING TO:	Production Manager
POSITION TITLE:	Coordinating Editor	POSITION PERIOD:	Contract
DEPARTMENT:	Customer Experience	LOCATION:	Melbourne

About the Intrepid Group

The Intrepid Group is a purpose-driven organization that is both the world's largest adventure travel company and travel B-corp. Headquartered in Melbourne, Australia, Intrepid Group, known best for their hero brand Intrepid Travel, offers over 1,000 itineraries on every continent, catering for all ages, budgets and appetites for adventure.

POSITION PURPOSE:

The aim of the role of 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 Coordinating 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 copy as required. 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 Coordinating Editor to assist the Production Manager in managing the Product Content production process, ensuring deadlines are met and tasks are allocated.

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
- 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



The Intrepid Group is the global leader in delivering sustainable experience-rich travel. The world's largest travel B Corp, we're committed to being a business that benefits people and the planet.

OPERATIONAL ACCOUNTABILITIES OF ROLE	BENCHMARK MEASURE
Editing of Product Content (hard copy and digital) to style and brand guidelines.	All deadlines met as per annual Product schedule.
Management of the workflow of the production schedule.	All deadlines met as per annual Product schedule.