

Posting Start Date: Dec 15, 2023

Posting Completion Date:

Job Title: Copy Editor

Hiring Department: The Day Publishing

Hiring Supervisor: John Ruddy

The Day is looking to hire a Copy Editor who will work with our team to help with audience growth. Under the direct supervision of the Managing Editor, the Assistant Editor manages, develops, and serves as the primary editor for more than a dozen specialty publications and magazines and provides newsroom editorial support for seven weekly newspapers and an associated website. The successful candidate has strong news and story judgment and possesses excellent organizational skills. The Assistant Editor will work collaboratively with editors, reporters, freelancers, and photographers to tell impactful stories in Shore Publishing's variety of magazines. This is a unique opportunity to help play a key role in shaping our image. The successful candidate will be able to demonstrate success in growing newsletters; has a firm command of SEO; best headline writing practices, and must love news. Hourly pay, 32 hrs per week.

Responsibilities:

- Prepare news content for website.
- Write headlines, captions, and support type.
- Ensuring deadlines are met.
- Design innovative and compelling news and sports pages, including alternate story forms, on deadline.
- Provide editorial newsroom support as copy editor
- Work with city desk, online staff, and sometimes reporters to improve stories and accompanying content
- Communicate effectively between multiple departments.
- Finalize content for display on theday.com

Qualifications Required:

- At least one-year experience working at a newspaper, digital publication, reporting, or related editorial-oriented field (newspaper and editing experience)
- Content management system experience
- Demonstrated writing, editing, proofreading, grammar, and spelling skills with knowledge of AP style.
- Strong sense of news/story judgment reg.
- Highly organized with attention to detail, able to work collaboratively and independently.
- Excellent verbal and written communication skills.
- Able to work as part of a team of journalists and be comfortable handling a wide range of duties and filling a number of different roles, often under the pressure of deadline
- An understanding of print and digital media.
- Strong news judgment
- Must be a self-starter and team player
- Mastery of the Adobe suite of products, including InDesign, InCopy and PhotoShop.

This job may require night and/or weekend work. This job requires the employee to work in person at the office. This job may require some local travel and therefore the employee must have access to reliable transportation.

Please send resumes to: b.chance@theday.com.