

<b>Job title</b>	Production Editor, France Magazine (Maternity contract October 2010 – April 2011)
<b>Location</b>	Cheltenham
<b>Reference number</b>	ALF
<b>Reporting relationships / organisation chart</b>	The post holder reports to the acting editor of France Magazine, who reports to the regional managing director.
<b>Job purpose</b>	To co-ordinate the production of pages in France Magazine and its brand extension projects, such as bookazines and the calendar.
<b>Job dimensions</b>	<p>The position requires a flair for <b>editing</b> other writers' copy, fact-checking, writing headlines, standfirsts, pull-quotes and captions.</p> <p>The position includes working with the art editor, staff writer, editorial assistant, advertising team and advertising production team, as well as freelance writers and so requires the ability to <b>communicate effectively and confidently</b>.</p> <p>The position requires excellent <b>attention to detail</b>, both when editing in Word, on Quark Pages and when proof-reading.</p> <p>Knowledge of written <b>French</b> is desirable, but not essential.</p>
<b>Main responsibilities</b>	<ul style="list-style-type: none"> <li>• Co-ordinating the production of pages in the magazine.</li> <li>• Rewriting copy, fact-checking, preparing copy for layout.</li> <li>• Working in Quark, to prepare pages for proof-reading.</li> <li>• Proof-reading.</li> <li>• Further research – facts, pictures, events, feature ideas.</li> <li>• Occasionally writing articles.</li> <li>• Helping staff writer and editorial assistant manage their workloads to aid smooth production of pages.</li> </ul>
<b>Working relationships</b>	<ul style="list-style-type: none"> <li>• The Post Holder will take instructions from the editor and work closely with the art editor, staff writer and editorial assistant.</li> <li>• The position will involve communication with advertising, advertising production and website staff at the Cheltenham office</li> <li>• The position will require communication with external contacts such as freelance contributors.</li> </ul>

<b>Most challenging part of the job</b>	Making sure production process runs smoothly and deadlines are met.
<b>Additional background information</b>	
<b>Health and safety</b>	All employees must observe and comply with Archant's policies and procedures for health and safety
<b>Equal opportunities statement</b>	All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.
<b>Job description agreement</b>	<p><i>To be signed on appointment or when a job description is changed, and again six weeks later.</i></p> <p>Manager..... Date.....</p> <p>Job Holder..... Date.....</p> <p>Manager..... Date.....</p> <p>Job Holder..... Date.....</p>