

## **Managing editor**

Are you an editor, or managing editor, looking for a step up and an opportunity to advance your career? If you're an excellent manager of people and projects, and passionate about creating excellent printed and online content then this role could be for you.

APL Media Limited is looking for a managing editor to assist in the management and development of our talented editorial team and the amazing projects they all work on, both print and digital — through the production process, working to ensure publications are timely, on budget and adhering to the best guidelines and editorial quality.

You'll be in charge of creating and monitoring the processes, working closely with the editorial director, in a role that will challenge you to find creative daily solutions. The ideal candidate will be highly organised, committed to editorial excellence, passionate about creating systems to assist and improve the workflow; and able to assist to build, train and mentor people and teams — including having difficult conversations and being able to rise above, mentor and develop existing team members.

### **Managing editor duties and responsibilities:**

- Plan and manage daily operations.
- Hire, mentor and supervise staff — being able to train and guide, too.
- Being a senior person for junior staff to talk to.
- Coordinate regular staff feedback over workflow and training needs.
- Coordinate editorial publications and meetings.
- Build and nurture a team of talented writers, designers and producers, alongside the editorial director.
- Assign tasks for the editorial team.
- Ensure regular product and team reviews.
- Maintain excellent editorial standards across all products.
- Coordinate and execute the events schedule for the editorial team.
- Create and manage detailed content schedules alongside the editorial director.
- Oversee proofreading procedures and edit copy when necessary.
- Assist in evaluating final copy to adhere to brand guidelines, policies, style and tone.
- Resolve issues as they arise with great interpersonal skills.
- Attend events on behalf of the company or editorial director.
- Analyse performance metrics across products to quantify results.
- Monitor and optimise performance to meet traffic, engagement and growth targets.
- Implement best practices, workflows, tools and templates to maximise the efficiency and effectiveness of the publishing process.
- Work across departments.
- Brand ambassador for our products.

### **Managing editor requirements**

- Proven experience either as a managing editor or as an editor.
- Exceptional ability in copywriting and editing.
- Excellent knowledge of the production process for print and online.
- Excellent organisational and time management skills.
- Outstanding communication, presentation and leadership skills

**What else?**

- If you're interested in this position, please send a copy of your CV with a cover letter stating what makes you a suitable candidate for this position.

**About us**

- APL Media Limited is a medium-sized company based in Kentish Town, London. Over the past 20 years, we have focused on travel and lifestyle content for the consumer and trade industries, and have built a friendly, loyal and experienced team. Note we offer a hybrid working environment as standard — three days working in the office, two days working from home.
- [aplmedia.co.uk](http://aplmedia.co.uk)

**Our titles**

- Consumer: *National Geographic Traveller* (UK), *National Geographic Traveller – The Collection*, *Food by National Geographic Traveller*, *Living360* and newspaper inserts.
- Trade: *Postcards*, *ASTA Worldwide Destination Guide*.

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**Start date:** ASAP

**Hours:** Full-time

**Job type:** Permanent

**Salary:** Dependent on experience

**Contact:** Via email only: [editorial@aplmedia.co.uk](mailto:editorial@aplmedia.co.uk)

**Please note:** Only successful candidates will be contacted.

**Deadline:** 21 November