

Editorial Assistant - magazine publisher

Rome Design Agency is looking for an editorial assistant on behalf of a major client to collaborate and support the editing process creating the premiere of *Realities* magazine as well as other titles. *Realities* provides our readership with **elevated versions of current realities** through what is beautiful. Our publications are in print and online.

In this role, you will edit articles to ensure consistent, high-quality content output. The ideal candidate should be familiar with magazines, and current on the latest trends in both mainstream and independent press. They should be familiar with various writing styles and edit content written on different topics for an erudite audience on topics of culture, travel and luxury.

You will work with the Art Director (Rome) and virtually with the Editor and Associate Publisher (New York).

Knowledge of digital publications and social media is a bonus.

This is either a paid internship or freelance position.

Responsibilities

- Edit articles and provide useful commentary to writers on their assignments to ensure high-quality content output
- Cooperate with other editors to keep track of content output
- Provide copywriting and copyediting as needed
- Assist the editorial team in the magazine production, in print and online
- Manage revisions
- Update Wordpress websites with content

Requirements

- Portfolio of writing/editorial work
- Native English speaker
- Excellent communication skills
- Dynamic and collaborative

Application: <https://romedesignagency.com/application-editorial-assistant/>