

Job Description	
Job Title:	<b>Sub-editor, RIBA Journal + ribaj.com (freelance)</b>
Business Area:	Products & Services
Location:	Remote
Reports to:	Editor, RIBA Journal
Purpose of the Role	
<p>This subediting role is pivotal to ensuring <i>RIBA Journal</i> is accurate, engaging and appropriate for a professional audience, both in print and online. It includes the implementation of the house style and optimising text for SEO, as well as writing social media posts, and would suit a freelance editor with copywriting skills who enjoys being part of a dynamic and creative team.</p>	
Main Responsibilities	
<ul style="list-style-type: none"> <li>• Subediting and preparing copy provided by editors for daily publication on our website, ribaj.com, and in our print magazine <i>RIBA Journal</i>, published ten times a year. This includes working on sponsored supplements, special projects, judging packs, affiliate emails, banners and marketing projects. It will require daily weekday availability (with increased availability during print production weeks) unless organized in advance.</li> <li>• Subediting and copywriting: to check and correct grammar, spelling, house style and tone of published work, amending headlines and standfirsts, and adding sells, cover lines, captions and other page furniture as appropriate. Ensuring all elements are present, correct and fit layouts by working closely with editors, graphic designers and digital production staff.</li> <li>• Writing sells and other relevant sections/metadata of the CMS with an eye to optimising SEO for our target audience of architects and future architects, and checking functionality where relevant.</li> <li>• Writing and publishing social media posts for content as required (Twitter, LinkedIn, Facebook and Instagram) in line with best practice to get maximum engagement with target audience for articles. Creating compelling calls to action on social media where necessary.</li> <li>• Working with relevant editor and commercial team to produce high-performing commercial content, including on advertorials, roundtable reports and online guest content pieces and longer supplements. Ensuring signs offs with external parties via relevant editors.</li> <li>• Investing content with curiosity, character and authority, working closely with editors to achieve this. Flag up inconsistencies with editors and raise any queries in the copy.</li> <li>• Collaborating with editorial team to ensure proofing by relevant editors. Working towards a more efficient digital-first strategy.</li> <li>• Taking part in training and discussions to actively improve <i>RIBA Journal</i> both in print and online.</li> <li>• Supporting the managing editor in maintaining high editorial standards and meeting content deadlines.</li> <li>• Ensuring that all articles comply with legal and RIBA guidelines.</li> </ul>	

**Skills, Knowledge and Experience**

- Experienced subeditor, with a track record of working with online and print publications.
- Excellent subediting/copywriting skills and sound judgement.
- An organised, reliable and proactive approach to work, with the ability to multi-task, work flexibly and meet tight deadlines.
- An ability to foster positive and strong team relationships.
- Working knowledge of social media, particularly Twitter, Instagram, LinkedIn and Facebook, or a willingness to learn.
- Working knowledge of InDesign and experience with a content management system.
- Interest in layout and image-editing skills.
- A knowledge of the built environment sector and/or experience working in a media setting on design and construction titles would be an asset.