

Role Outline

Proofreaders check and edit Geek Chronicles written articles and content before they are published, to provide a final quality check. Proofreaders have a high level of attention to detail and good spelling, punctuation and grammar skills as well as good communication skills to feedback amendments to Content Writers.

Requirements

Proofreading Article Content

This includes:

- Proofreading and amending articles and/or social media posts for spelling, grammar, punctuation, consistency and house style voice
- Feeding back to Website Administrator, Content Writers and/or the Editor when serious corrections need to be made or a re-write undertaken
- Check, check, check!

Prioritise Workload & Organise Time

This includes:

- Liaising with Editor, Content Writers, Social Media Editor and Website Admins & Team Leaders
- Breaking down the project and planning required tasks
- Prioritising tasks in order of importance

Skills

Interest and knowledge of 'Geek Culture'. High level of attention to detail and good spelling, punctuation and grammar skills. Maintain focus throughout an entire document. Being a team player & self starter. You'll work in a small team; together managing & organising your own time & workload.