## Job title
Editorial assistant, Archant Bride (Weddings)

## Location
You will be based principally at the Norwich office. However the company reserves the right at anytime to require you to work at a different location either on a temporary or permanent basis on reasonable notice.

## Reference number

## Reporting relationships / organisation chart
You will report to the editorial director who reports to the managing director. You will be part of the editorial team, working with the editorial director, Bride magazines editor and Bride digital editor.

## Job purpose
To assist, support and work on all elements of the Bride editorial portfolio of magazines, digital products and events.
To produce the very best quality editorial content, in line with the agreed editorial and commercial strategy in order to meet defined readership objectives.
To write editorial and commercial copy for the sites.
To upload magazine and other content onto the websites.
To assist in social media publicity for Bride editorial products.
To source and administer editorial information.
To liaise with colleagues across the Bride team, clients and other interviewees.

## Main responsibilities
NB: full training and assistance will be given.

### Daily maintenance of websites – creating and uploading content; sourcing and creating content for magazines and digital products. *

- Support for Bride events including attendance when required.
- Sourcing and organising competitions and give-aways for the portfolio of digital products and occasional magazine competitions/give-aways. Checking these for legality, and sorting entries.
- Social networking duties – sending out Facebook/Tweets/Instagram/Pinterest posts etc to promote Bride and its products.

* - Generation and uploading of articles, real life weddings, content marketing attached to venue guides
- Uploading of mag event listings and ad-hoc listings
- Pinterest and Instagram account work
- Assistance on Facebook and Twitter pages – sharing and interacting with advertisers/prospective suppliers
- Promotion of Bride products on social media: call-outs for real weddings, Photo of the Week, promo of tools/directory etc
- Sourcing and co-ordinating competitions for the website
- General site admin – changing slider graphics, adding page suites etc.
- Building PR/contacts database/central advertiser database

## Working relationships
The editorial assistant reports to the editorial director and works with the magazines editor and digital editor. The editorial assistant will also work closely with colleagues in the Bride sales and marketing teams.
<table>
<thead>
<tr>
<th><strong>Most challenging part of the job</strong></th>
<th>Supporting the editorial team and looking for opportunities and systems to enhance and develop the products.</th>
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<tbody>
<tr>
<td><strong>Additional background information</strong></td>
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<tr>
<td><strong>Health and safety</strong></td>
<td>All employees must observe and comply with Archant’s policies and procedures for health and safety</td>
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<tr>
<td><strong>Equal opportunities statement</strong></td>
<td>All employees must observe and continually promote equal opportunities and customer care in compliance with Archant’s aims and objectives.</td>
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<tr>
<td><strong>Job description agreement</strong></td>
<td>When someone is appointed, or when a job description is newly changed, both the manager and the jobholder may sign and date this section to indicate they have discussed and agreed this job description.</td>
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