

# Ivybridge Community College

## Career of the Week



### Summer Term

**Job Title: Editorial Assistant**

**Salary: £18,000 - £28,000 (experienced)**

**Working Hours: 37-39 hours per week, you may have to work outside of hours at occasional events. You could work remotely or in an office.**

### How Can I Get There? / Routes of Entry:

- University
- Sixth Forms and Local Colleges
- Apprenticeship

### Local Providers:

- Ivybridge Community College and other local Sixth Forms
- Exeter College
- University of Exeter / University of Plymouth

### Skills Required:

- Knowledge and confidence with English language
- Knowledge of media production and communication
- Excellent verbal communication skills
- Ability to pay attention to detail, as your work may involve proof reading
- Excellent written communication and organizational skills
- The ability to work well with others
- To be flexible and open to change
- To be able to use a computer and the main software packages competently

### Employers:

- Global publishers such as Random House, Harper Collins
- Devon Life Magazine
- South West Times
- Bristol University Press
- Mabecon Books

### Progression:

With experience you would work your way up into becoming an Assistant Editor or Commissioning Editor, move across into another medium of publishing such as newspapers, magazines or scientific journals, or you could work on a freelance basis for different clients.