

COLLECTIVE HUB

Collective Hub
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collectivehub.com

Sub-Editor Full Time// Sydney, NSW

Collective Hub is looking for a talented Sub-Editor to work across all our content platforms. This rewarding, full-time role is an opportunity for a passionate, organised and strategic-thinking sub to join a passionate, fun and professional team during an exciting time of growth for Collective Hub.

The Sub-Editor will be responsible for the quality and accuracy of content across the company, will help drive continuous improvement on all of our products, be a leader in the content team and champion adherence to style and workflow systems for all staff. They'll work across *Collective Hub* magazine, collectivehub.com, video scripts, PR and marketing collateral, commercial book clients and more, making it a varied and interesting role with the opportunity to diversify and upskill.

Specifically, the Sub-Editor will manage the monthly print production process in conjunction with the Deputy Editor and Art Director, ensuring a high level of quality, seamless workflow and on time delivery that defines and maintains an in-house style, making every article read like an absolute dream

In addition to sub-editing duties, the successful candidate will have the opportunity to contribute to the wider social media/digital content conversations and personally write articles for print and digital.

More on Collective Hub:

Collective Hub is a multimedia brand that encompasses engaging print and digital content, bespoke events, strategic collaborations and unique product extensions. It started with a print magazine, now distributed into 37 countries, and was founded by the vibrant, game-changing entrepreneur Lisa Messenger with a vision to uplift and empower people to live their lives to the fullest. Combining style and substance with a fresh perspective on the issues that matter most, Collective Hub covers business, design, technology, social change, fashion, travel, food, film and art.

Essential Requirements:

- An expert grasp of the English language, including syntax, spelling and grammar
- A strong understanding of Collective Hub style and tone
- Incredible attention to detail (we're talking appreciating the difference between an en dash and an em dash, and spotting a rogue comma or an extra space at a mile away)
- At least three years in a sub-editing role
- Strong InDesign proficiency
- Excellent writing ability (the ability to craft a killer head and sell, and to turn a story from good to great with a few tweaks)
- The ability to exercise strong editorial judgement

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- Extremely thorough fact-checking skills
- Initiative to go the extra step to make a page or article better (from suggesting the perfect breakout to proactively spotting potential improvements)
- A solid understanding of the magazine production process and content workflow generally
- A commitment to systems and processes and general editorial workflow principals
- Strong organisational skills and ability to cleverly prioritise tasks
- Proven ability to meet deadlines and work quickly and calmly under pressure
- The confidence to make and own decisions
- Leadership skills and the capacity to manage or mentor junior staff where required
- Ability to communicate confidently with staff, managers and departments
- An appreciation of the conflicting pressures of a publishing environment
- A go-getter's attitude, solutions-based approach and enthusiasm for fostering positive team morale
- The ability to adapt to the fast-paced nature of a start-up
- And interest in and passion for the entrepreneurial, business and lifestyle space

Applicants who progress to interview stage will be required to complete a subbing test using InDesign.

Want to be the next member of our team?

Send your CV and a cover letter to careers@collectivehub.com with the subject heading '**Sub-Editor**' including three (3) story ideas including heads and sells.

Good luck!