This Digital Editor job description template includes key Digital Editor duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a passionate digital editor to create an engaging web presence.

As a digital editor, you will be responsible for taking consumer-targeted web content from concept to publication by overseeing a diverse team of staff and freelance contributors.

Ultimately, you should be able to maintain quality and consistency across media types and web platforms and drive increased traffic and brand visibility.

Responsibilities:

- Collaborate with staff to brainstorm content topics
- Delegate assignments to in-house team members and freelancers
- Supervise contributors to ensure deadlines are met
- Check all pieces for accuracy and cohesiveness
- Edit content using appropriate software
- Improve content by adding music, sound, film or artwork
- Ensure all published content meets quality standards
- Monitor and report on web presence and traffic
- Keep track of developments in digital technology

Requirements:

- Proven work experience as a digital editor
- Digital editing skills with an exceptional portfolio of published work
- Solid experience with digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects or Final Cut Pro)
- Familiarity with special effects, 3D and compositing
- Creative mind
- Attention to detail
- Communication skills
- BSc degree in digital editing, video production or related field