

**Job title:**

Managing Editor

The details:

Gentleman's Journal is looking for a dynamic and experienced Managing Editor to manage all editorial and creative activity within the GJ portfolio across print, online, and social. Working closely with the Editor and Digital editor — and co-ordinating a small team consisting of writers, designers and subeditors — the right candidate will be eager to join a fast-paced company that creates beautiful editorial and innovative content.

Key areas of responsibility:

- Manage the day-to-day production of all Gentleman's Journal editorial and creative projects and tasks
- Manage in-house workflow and workload of editorial team members
- Work with the Editors in the commissioning, coordination and chasing of freelance writers, photographers, contributors and sub editors for both print and digital
- Prioritise activity between commercial and editorial tasks
- Lead print production and schedule
- Lead post-campaign reporting of branded/ commercial content across print and digital

The person:

- Excellent organisational skills
- Brilliant project management
- Strong editorial skills
- Keen attention to detail
- Good knowledge of Adobe InDesign
- Good knowledge of content management systems
- Collaborative worker
- Fantastic communicator
- Commercially aware
- Ability to handle multiple projects and meet deadlines without fail

Send your CV and relevant portfolio to Harry@thegentlemansjournal.com and Joseph@thegentlemansjournal.com