



Calvert 22 Foundation

Job Title: News Editor

Reporting to: Editor in Chief

Hours: Full time, Monday–Friday, 10am–6pm

Salary: £22,000–£24,000 depending on experience

The Calvert Journal is an award-winning online magazine dedicated to exploring the culture and creativity of the New East: eastern Europe, the Balkans, Russia and Central Asia. *The Calvert Journal* delivers a daily briefing on travel, art, design, film, architecture, fashion and related cultural areas through a mix of reportage, informative analysis and photography.

We are looking for a News Editor to join a growing, ambitious organisation that puts culture, creativity and international connection at the heart of its activities.

The News Editor will be expected to pitch, write, produce and copy-edit news and feature stories that strengthen *The Calvert Journal's* journalistic authority and influence while helping to significantly grow our total and core loyal audience.

Main Duties and Responsibilities

- Source and write daily cultural news stories from the New East for the website
- Translate and edit Russian-language news and feature content into English
- Continually work on longer term articles and features in addition to news writing responsibilities
- Source photos for news and features stories
- Proofread copy in English
- Monitor New East-related websites and publications as source material for news and feature content
- Expand a network of news sources in Russia, the New East and internationally
- Maintain knowledge of current cultural, social and political affairs in the New East
- Contribute to the development and delivery of the social media strategy
- Contribute as part of the editorial team to the development of content for the site
- Participate in long-term planning for the Journal
- Ensure all stories are accurate, clearly written and grammatically accurate prior to publication

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Required skills

- Knowledge of Russian
- Excellent written and verbal communications skills
- Exceptional organisational skills and an ability to manage the daily/weekly/monthly workflow independently
- Experience of using online content management systems
- Excellent attention to detail (eg. grammar, style, consistency)
- Excellent verbal communication skills with ability to present ideas and information clearly
- Good knowledge of web analytics to track and monitor success of social media activity
- Sufficient knowledge of online search to track and monitor postings relevant to the website
- Ability in photo and video software such as Adobe Photoshop, Adobe Premiere, Final Cut Pro or equivalent, is a bonus
- A skilled multi-tasker, with ability to juggle breaking news stories with long-lead features
- An ideas generator, eager to uncover original stories and angles

Person Specification

- Experience in writing and editing for print or online publications
- Ability to write and translate Russian into English
- Knowledge of a second language from the New East region is a bonus
- Native standard of English
- Excellent writing style and the ability to generate a constant flow of feature ideas
- Fast, efficient editor of copy with good proofreading skills
- Ability to work collaboratively with local and remote colleagues
- Detail oriented
- Good interpersonal and teamwork skills
- Good commercial awareness
- Enthusiasm, drive and flexibility
- Demonstrable knowledge of contemporary culture including art and film to design, literature and music
- Interest in the arts and contemporary culture of Russia and eastern Europe