JOB of the Week

A & C

Job name: Copy editor

Job description: Copy editors make sure text is clear, consistent, correct and complete, ready for publishing in printed and online publications.

Tasks you will undertake in the job: As a Copy Editor you'll:
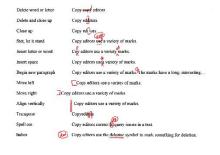
- Typically you may work on raw or draft text to:

- correct spelling, grammar and punctuation errors
- check the length of the text fits in with publisher requirements
- make sure the text is in the right style for the intended audience
- apply a 'house-style' to copy written by more than one writer
- make sure the meaning of the text is clear
- check that references are correct and that pictures and tables have the right captions
- check for legal issues like libel or breach of copyright
- mark up queries, revisions or items that need legal permission to use

You could become a features writer, chief sub-editor or production editor. Many copy editors work freelance.

A Day in the life of a copy editor
https://www.wordstitcheditorial.com/day-life-freelance-copy-editor-editorial-project-manager/

Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

Career tips for Copy Editors:
https://writingcooperative.com/so-you-want-to-be-a-copyeditor-eb841bc6b346
https://www.servicescape.com/blog/a-day-in-the-life-of-a-freelance-editor

Salary: Copy Editors are typically paid a starting wage of £22 000, this increases with experience; experienced Copy Editors can expect to earn approximately £46 000 p.a.

Working hours: Working hours are usually around 37-39 hours per week (variable). It is likely that you will work during some evenings and weekends (or on your own schedule if you are self-employed – see below)

Qualifications to become a Copy Editor:

You can get into this job through: a university course; an apprenticeship; working towards this role; specialist training courses with professional bodies or a graduate training scheme

Many copy editors have a degree. Most subjects are accepted. A degree in publishing, media, English or a related subject may improve your chances of finding work. To work for a specialist publisher, for example of scientific or technical publications, employers will prefer you to have subject matter expertise through a related degree.

Use https://nationalcareers.service.gov.uk/job-profiles/copy-editor for other routes.

Benefits and limitations of self-employment:

Many Copy Editors are self-employed, they work for themselves and not a company. This means they have to find their own clients / customers and manage their own accounts including taxes and insurance costs. There are many benefits to working on your own and for yourself but challenges too. To find out if this is a route you could be confident in, visit the following sites:

https://www.prospects.ac.uk/jobs-and-work-experience/self-employment/is-self-employment-right-for-you
https://www.gov.uk/working-for-yourself
https://www.simplybusiness.co.uk/knowledge/articles/2021/06/going-self-employed-in-the-uk-a-self-employment-guide/
https://rsaccountancy.co.uk/self-employed-tax/
https://www.moneyhelper.org.uk/en/work/self-employment/thinking-of-starting-up-in-business

Essential skills you need to show:

To succeed as a Copy Editor, the following personal skills and attributes would give you an advantage:

- knowledge of English language; excellent written and verbal communication skills
- knowledge of media production and communication
- to be thorough and pay attention to detail
- the ability to work well with others and the ability to accept criticism and work well under pressure
- the ability to use your initiative
- to be able to use a computer and the main software packages competently

This job in the future:

The workforce is projected to grow by 4.3% over the period to 2027, creating 3,800 jobs. In the same period, 55.3% of the workforce is projected to retire, creating 49,900 job openings.

www.icould.com
www.successatschool.org
www.nationalcareers.service.gov.uk
www.prospects.ac.uk/jobs-and-work-experience/job-sectors
www.ucas.com/careers-advice
www.kudos/cascaid.co.uk/#/ (you all have a log on for this service)
www.careersbox.co.uk (careers videos)

Helpful sites for careers information
GAT careers links
http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykcZA