



Job Description

Title:	Associate Editor, Review of Ophthalmology
Reports to:	Editor in Chief
Department:	Review Ophthalmology Editorial

Review of Ophthalmology highlights current, clinically relevant information on surgical techniques, disease diagnosis and management and new technologies. Its physician and staff editors present timely reports in a format that stresses accessible editorial information and graphics, including news, regulatory issues, ophthalmic sub-specialties such as glaucoma, retina, refractive surgery, cornea and external disease, pediatric ophthalmology and oculoplastics, as well as coverage of practice management, contact lenses and optical.

General Description

The Associate Editor is responsible for updating and maintaining the magazine's website and social media accounts. In addition, this role participates in editing and the production of editorial content.

Responsibilities include but are not limited to:

- Writing and editing feature articles, columns and news stories about ophthalmology and associated topics.
- Ensuring all assignments meet quality standards for accuracy, clarity and reader impact, and rewriting/reorganizing drafts as needed.
- Meeting all deadlines set by Editor.
- Creating collaborative relationships with authors when needed, guiding them through the submission/revision/layout process.
- Uploading the magazine to the website and periodically updating our social media pages; maintaining website integrity.
- Generating layout ideas with Editor and Art Director, and copy fitting and proofreading page layouts.
- Participating in the editorial planning process, including suggesting ideas for future articles.
- Traveling to industry conferences as needed.
- Other duties as assigned.

NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Job Description

Requirements:

- Excellent, proven command of written language is essential.
- One to two years in an editorial position preferred, and two writing samples are required. Recent grads with writing samples will also be considered.
- Preferred: experience in journalism/feature writing, medical education, medical publishing, pharmaceuticals or health care.
- The ability to research article topics and conduct thorough, on-target interviews with sources on the way to producing the finished product.
- Basic competence in Microsoft Word and Adobe Creative Suite software (primarily InDesign).
- Understanding of digital publishing software and services (content management systems, web-page design, HTML mark up, and social media).
- The ability to multitask in fast-paced environment to meet tight deadlines.
- Strong organizational and project management skills.

Travel

- Travel to industry conferences as required

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