



Job Description

Title:	Associate Editor, Review of Optometry
Reports to:	Editor-in-Chief
Department:	Review Group, Optometry Editorial

Review of Optometry delivers the growing vision care market by serving optometrists' practice and patient needs with clinical, practice management, news and market trend information. Continuing Education programs in print and online have also been a mainstay of the publication's commitment to the profession. Review of Optometry offers proven circulation and editorial leadership in the optometric market.

General Description

The Associate Editor is responsible for writing compelling copy, editing manuscripts on a wide array medical and business topics, and consistently finding creative new ways to connect with readers, in print and online.

Job Responsibilities

- Write and edit features, columns and news articles for a monthly publication that serves the educational needs of practicing optometrists.
- Recruit authors, provide them with detailed feedback on how to improve manuscripts and collaborate on revisions to prepare articles for publication.
- Meet workflow deadlines set by Managing Editor and Editor-in-Chief. Communicate status of day-to-day work activity and any potential obstacles to on-time performance.
- Ensure all assigned content meets quality standards for accuracy, clarity and impact.
- Perform initial layouts for several monthly magazine departments and features.
- Generate layout and design ideas with Editor-in-Chief and Art Director.
- Proofread page layouts.
- Develop professional relationships with experts in field.
- Contribute to the editorial planning process.
- Contribute to digital content initiatives by writing web exclusive content on ad hoc basis to cover breaking news in the field.
- Other duties as assigned.

Qualifications

- One to two years in an editorial position; new graduates will also be considered.
- Basic competence in Adobe Creative Suite software (InDesign, Photoshop).
- Experience in medical education, medical publishing, pharmaceutical or healthcare industry strongly preferred.

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.



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- 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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