

Roles and Responsibilities – Magazine Editor

- To be committed to broad lateral thinking and an attitude to help the whole industry.
- To always act with professionalism and inclusivity and especially when working or acting under the name of the BFA
- To attend and work at the various shows.
- To participate in ideas and activities to grow the association.
- Be an active and enthusiastic member of the floral trade.
- Be transparent and share news, information, and activities with the board in an efficient and professional manner.

Overview

The Magazine editor is a key role in the development of the BFA printed magazine. They work alongside the Association Manager and Communication Director, ensuring the highest quality and standards are withheld within the delivery of the BFA Magazine. Always ensuring that current industry practices and standards are represented within any editorial activity.

The Magazine Editor needs good communication who plan, manage, and produce magazines for readers. They create editorial calendars, develop story ideas, manage writers, edit content and manage the production process by the effective delegation of tasks. At some point they must have a range of knowledge and skills around the organisation.

The Magazine Editor will have excellent communication and administrative skills to ensure the smooth running of all planned issues. This will include communications with fellow writers, the BFA board and manager.

Duties

Editors review story ideas and decide what material will appeal most to readers.

Content editors also fact-check articles and ensure the use of proper spelling and grammar.

A skilled editor is typically detail-oriented, which allows them to find errors in an article or story easily. This includes:

- Removing any out of date or unsuitable content before publication.
- Supporting authors in content/story development.
- Respecting publishing guidelines.
- Checking facts.
- Creating editorial policies.
- Referencing multiple materials.
- Co-ordinating with the graphics designer and publishers to ensure that timings are met.

Communicate with Association Manager and Communication Director to ensure all planned events are budget approved by the BFA Board in advance.

Attend any magazine editorial planning and review meetings as hosted by the BFA.

Ensure correct and relevant information and images are made available graphics designer and publishers.

Develop a timetable for each printed magazine issue, ensuring appropriate timescales. Communicate timetable to all parties concerned.

Ensure health and safety standards are upheld and all activities are compliant.