



# THE HISTORY FACTORY

A HERITAGE MANAGEMENT AGENCY

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## **Contract Editors**

The History Factory is seeking external editors in the metropolitan Washington, D.C., region to work on projects including books, exhibits, websites, videos, oral history programs and other corporate heritage initiatives. The contract editor position functions as part of our internal team to ensure editorial excellence and consistency with The History Factory's and our clients' high standards.

### **Responsibilities:**

- Maintain editorial quality and consistency within and across complex client engagements
- Work closely with creative teams on assigned projects
- Work with and coordinate copy editing and fact-checking support on projects as needed
- Proactively anticipate and address potential project schedule conflicts, lack of resources and other issues
- Maintain current knowledge of the latest developments in business editing and writing
- Follow best practices and share expertise in support of organizational growth

### **Requirements:**

- Work in alignment with the company's systems, policies and procedures
- Demonstrate professionalism, teamwork and company values when working with company's clients, internal staff and contractors
- Carry out duties as needed or assigned to support The History Factory's business objectives
- Promote the company's thought leadership and positioning as the premier heritage management communications firm

### **Knowledge, Skills and Abilities:**

- Outstanding editing, writing, communication and analytical skills
- Thorough understanding of professional business editing and writing standards, methods and practices
- Ability to align key messaging and interpretive content with strategic business objectives
- Five or more years of experience in editing business-related copy
- Familiarity with *The Chicago Manual of Style* and ability to apply client-specific brand guidelines
- Bachelor's degree in English, communications or journalism (master's preferred)
- Self-motivated with a strong sense of personal initiative
- Proven ability to anticipate issues and apply focused problem-solving skills
- Fluency in use of databases, information management systems and online collaboration tools preferred

### **Job Relationships:**

Interactions: The History Factory personnel and external contractors

Travel: Availability to attend team meetings in Washington, D.C.

Please submit your résumé, cover letter and work samples to [\*\*Editorial@HistoryFactory.com\*\*](mailto:Editorial@HistoryFactory.com)