



## Copy Editor

### WHO WE ARE

TuesdayAfternoon Media Inc. (TAM) is a multidisciplinary design firm who specializes in tailored learning solutions designed to drive transformation. We empower learners to perform to their highest potential by creating effective, original, and results-driven training solutions. We believe in partnering and relationships, and are best known for our thoughtful and consultative approach. We thrive on creative innovation and focus on what matters most to our partners and clients.

### RESPONSIBILITIES

#### ***What does a Copy Editor do at TAM?***

The TAM Copy Editor develops and champions style guides for given clients, including but not limited to setting a suitable style, tone, point of view, comprehension level, and usage. The Copy Editor edits all text-based deliverables, ensuring they adhere to agreed-upon standards. The Copy Editor also works with team members to enforce and elevate overall writing standards in order to further enhance the quality for which TAM is known.

#### ***Make an impact in the following areas:***

- Partner and collaborate with team members and clients in support of initiatives.
- Provide stewardship on writing standards throughout the company by innovating within the role and educating TAM team members through regular training sessions.
- Participate in the evolution of TAM's writing skills and practices, driving efficiencies and effectiveness.
- Be an active contributor to a positive, innovative, and collaborative work environment.

## QUALIFICATIONS

### Must have:

- 3+ years of experience as a Copy Editor
- Strong analytical and organizational skills, with a passion for continuous learning
- A confident self-starter with a track record for taking initiative and working toward continuous improvement
- Strong team player who demonstrates patience and humour while working with others
- Ability to multi-task in a fast-paced environment and to prioritize projects using sound judgment and good time-management skills

### Nice to have:

- Bilingualism is considered an asset (English and French)

*Please send your resume and cover letter to [careers@tuesdayafternoon.net](mailto:careers@tuesdayafternoon.net) with **Copy Editor** in the subject line. We thank you for your submissions. Only those selected for consideration will be contacted.*

