



Position: In-House Writer Manager

Location: Los Angeles, CA

Description: Party Earth (www.partyearth.com) is looking for an In-House Writer Manager to hire, train, and manage writers in multiple cities around the globe. The Writer Manager will also be responsible for writing, editing, and re-writing reviews, in addition to evaluating and revising existing Party Earth review content.

Responsibilities:

- Facilitate the writing/editing lifecycle of review content for a number of assigned cities
 - o Edit, write, and re-write reviews across multiple media in order to provide a consistent voice for all Party Earth content
 - o Collaborate with Director of Content, Content Associates, Content Analysts, and on-site writers in regards to all written materials for web, print, and mobile content
 - o Assist in researching a city's social climate, overall scene, neighborhoods, and types of venues in order to understand the potential venues to be reviewed
 - o Manage writers throughout the research, writing, and editing process to ensure the reviews meet Party Earth quality standards
 - Conduct training sessions with writers to teach them the Party Earth writing style and review criteria
 - Assign deadlines and coordinate writer schedules
 - Edit and re-write submitted reviews
 - Assist in the fact checking of content for proper spelling and grammar styles in cities and languages around the world
 - Verify the accuracy of submitted content
- Write and edit photo content descriptions for venues and events
 - o Write introductory content and blurbs for photos
- Contribute ideas and content for feature articles on PartyEarth.com and email marketing newsletters
- Create original content for various Party Earth media which may include:
 - o Blogs
 - o Party Earth Facebook page
 - o Party Earth Twitter page
 - o A variety of social networking sites

Qualifications:

- Minimum of 4-7 years of relevant experience writing, editing, and/or managing content in online and/or print media – ideally in the media and entertainment industry
- Solid understanding of the Party Earth review structure, characters, and ratings
- Outgoing, friendly personality with the ability to interact with a team of writers with a wide-range of personalities in multiple cities
- Extensive knowledge of one or more Party Earth cities and/or the ability to understand the social scene
- Ability to formulate and express opinions about venues/social scenes and evaluate social venues for different personalities



- Ability to ask pertinent questions for relevant details to be included in a review
- Pop culture knowledge and willingness to continually learn about pop culture, music, festivals, sports teams, fashion, and major events in a variety of cities and cultures
- Ability to identify, evaluate and write about relevant festivals and events to include in Party Earth content
- Ability to research and identify social scenes and venues in various cities around the world
- Some foreign language experience
- Travel experience a plus and/or study abroad a plus
- Strong work ethic
- Self-starter
- Strong organizational and time management skills
- Extreme attention to detail
- Excellent written and verbal communication skills
- Ability to work in a “start-up” environment
- Proficient with MS Word, MS Excel, and other related writing/editing software products
- Bachelors Degree in English, writing, journalism, or related field
- Excitement for the Party Earth brand

Company Description:

Party Earth is a global media and entertainment company whose mission is to enable its community of users to maximize their social experiences worldwide. Through its content, media/distribution, and community, Party Earth is a trusted source that delivers unique and valuable recommendations, helping its users find what to do, when to do it, and who to experience it with. The Company currently provides detailed reviews of social venues (i.e. bars, nightclubs, beaches, casinos, parks, plazas) in cities across the world; a daily calendar of festivals, concerts, and sporting events in these cities including real-time event notifications; and photos capturing moments and experiences from certain festivals and events across the globe. Moreover, the Company ensures that its community members have a personalized experience by enabling them to utilize its content and interact with other users based on their own interests and preferences.

To apply, please submit your resume to content-careers@partyearth.com.

www.partyearth.com | [Party Earth on Facebook](#)