

**Position:** In-House Editor

**Location:** Los Angeles, CA

**Description:** Party Earth ([www.partyearth.com](http://www.partyearth.com)) is looking for an In-House Editor to edit and re-write print and online materials for a number of cities around the globe. The In-House Editor will be responsible for editing and re-writing reviews, festival/event calendar descriptions, marketing materials and website content for a number of assigned cities.

**Responsibilities:**

- Facilitate the writing/editing lifecycle of review content for a number of assigned cities
  - Edit and re-write reviews across multiple media in order to provide a consistent voice for all Party Earth content
  - Collaborate with Content Manager, Content Analyst, and on-site writers in regards to all written materials for web, print, and mobile content
  - Work with 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
    - 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
  - Maintain writer training and style guides
    - Maintain Party Earth writing style and guidelines
  - Prepare content for distribution via a variety of media
    - Online media: Work with the technical team to verify that content transfers properly onto the Party Earth website in regards to style and spelling
    - Print media: Edit and help prepare manuscripts before going to press
    - Email Marketing: Write and edit email marketing pieces to be distributed to Party Earth's subscriber base
  - Prepare content for different formats in regards to Web, Mobile, and Print materials
- Edit event descriptions for a number of assigned cities including:
  - Festivals, concerts, sporting events, major holidays and celebrations
- Edit photo content descriptions for venues and events
- Contribute ideas and content for feature articles on PartyEarth.com and email marketing newsletters

**Qualifications:**

- Minimum of 4-7 years of relevant experience editing, writing, 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

## *Party Earth – Editor*

- 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
- 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

### **About Party Earth**

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 sixteen 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 [careers@partyearth.com](mailto:careers@partyearth.com).

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